George Brown

The City College

GEORGE BROWN

Part-Time and Evening Courses

January Full Time Programs

Winter / Spring 1984

George Brown
The City College

A MESSAGE FROM THE PRESIDENT

Our crystal-ball gazers tell us that we are on the road to economic recovery; I am sure that all of us hope that these prophecies are true. Whatever the future brings, one thing is certain: it will be significantly different from the past. We are now moving into an information society which will demand of all of us new skills, particularly in the high technology and service fields.

Few of us will escape the necessity to upgrade ourselves to meet the challenges of the remainder of the decade. George Brown, The City College offers you the vehicle to prepare for our changing society through the medium of continuing education. In this guide you will find hundreds of courses designed to answer your career, leisure or personal needs. I strongly recommend that you examine this Continuing Education Directory to select a course of your choice and then register with us to prepare for the future.

GEORGE BROWN looks forward to serving you.

D. E. Light

Douglas E. Light
President

George Brown College wishes to express its appreciation to:
The City of Toronto Archives
The Globe and Mail
The Metropolitan Public Library and
Eaton's Archives
for their assistance in researching the photographs used in this publication.

Front Cover

George Brown (1819-1880)

George Brown, the journalist and Liberal party leader shaped the little Globe he founded in 1844 into the most powerful Canadian newspaper of his day. He rebuilt a shattered Liberal party in the 1850's, made it a decisive force in the struggles that led to Confederation 10 years later and left it solidly in power in Ontario from the 1870's to the early twentieth century. More than anyone, he organized the popular demand to add the West to Canada, to occupy the fur-trade wilderness beyond the Great Lakes and change the destinies of half a continent.

Contents

Registration 3

General Information 4
information from A to Z.

Architectural 5
from air conditioning, heating, refrigeration, to masonry, plumbing, drafting and stationary engineering and many more.

Business 11
studies in accounting, bookkeeping, management, advertising, economics, clerical skills, electronic data processing, insurance and more—over 80 courses in total.

The Registerad Industrial Accountant Program 14

Community Services 27
a complete range of programs and courses in addiction counselling, child care and education, foster parenting, activity planning and helping the handicapped

Electro-Mechanical 36
machine shop, maintenance, welding, electrical/electronic, computerization, TV and video—when it comes to using and servicing, we have all the programs you need.

English and Liberal Studies . . . 44
English, **French** and other language courses, for both business and pleasure, mathematics, chemistry for beginners or advanced students—more than 50 different courses to choose from

Fashion 49
everything you always wanted to know about fashion design, watchmaking and jewellery, furniture, hairdressing & grooming, ceramics and crafts.

General Interest & Recreation . 55
a wealth of skills and new learning for your leisure time—law, family, business, cars, relationships, real estate, sailing, you name it and we have it!

Graphic Arts 60
so you want to become an artist, a printer, a cinematographer, a photographer or a bookbinder? come see us at Graphic Arts

Health Sciences 68
dedicated to excellence, our specialized nursing, dental care and cardiopulmonary resuscitation programs open new doors in the helping professions.

Hospitality 75
for gourmet cooks, bakers, food service people or hotel/restaurant management—programs to whet the appetite.

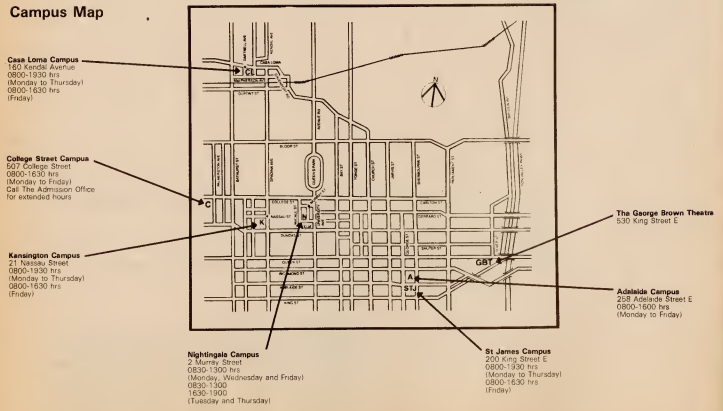
Industrial Training 79
interested in Real Estate certification, transport trucking license or Driver training, Ontario Career Action Plan, training in business and industry? Come explore a new career with us.

Mathematics and Science . . . 82
math, science, chemistry, computers, coatings technology and more for beginners and advanced students.

Theatre and Dance 87
courses to choose from in acting and dancing—for the beginner, the advanced student and even for the professional

Index 89

Campus Map



Registration

George Brown makes it easy for you to register by offering two methods of registration. Choose the method most convenient to you, and register as soon as possible because course enrolment is limited and our policy is to accept registrations on a "first-come, first served" basis

Mail-In

Save time by using the mail-in registration-application form **on the insida back cover** of the directory
Complete the form with your personal information (we keep it confidential) and the course information from the directory Be sure to include full payment for tuition and materials fees by cash, money order or certified cheque.
Registrations will not be accepted without full payment.
The name of the campus where the course will be held must appear on both the registration form and your envelope
Mail the completed registration application and payment to:

Campus Admissions Office
Part Time Courses
The George Brown College
of Applied Arts & Technology
P.O. Box 1015, Station "B"
Toronto, Ontario
M5T 2T9

Mail-in registrations must be received at least two weeks before the course begins

Walk-In

Are you right around the corner from the campus where your course will be conducted? Then personal registration could be the most convenient for you Simply select your course(s) and go to the campus location(s) where it/they will be held Be sure you have your social insurance number with you. Each campus has its **own registration hours** as indicated on the map Page No 2 Full payment by cash, money order, certified cheque or VISA/Chargex will be accepted
The college will not invoice third parties or defer payment of fees for students who are receiving financial aid or tuition reimbursement, or for any other reason Payment is due in full at the time of registration.

Registration should take place 2 weeks prior to the start date of the course(s) selected

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be carefully retained for admission into classes, for income tax purposes and transfers or withdrawals.

Mail-in registrants will receive their receipts by mail or at the first scheduled class of their course(s).

No duplicate receipts will be issued so please do not destroy, misplace or lose your receipt

Confirmation of Registration

Walk-in registrants will receive a confirmation of registration at the time of registration and fee payment.

Mail-in registrants will not receive notification of acceptance but should proceed to the campus location where the course is to be held on the start date indicated If your mail-in registration-application **cannot** be accepted, you will be notified by mail or telephone

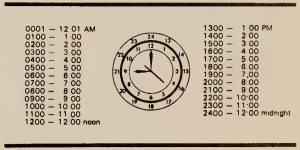
Room Location

All registered students will find the room locations of their course(s) posted in the main lobby of the campus where the course(s) is to be held on the first scheduled class night. For assistance in locating the room please go to the Campus Admissions or Campus Manager's Office

How to Reach Us

967-1212

Every department at George Brown is connected to this one number Call us and ask for the department or service you need.



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This calendar is published some months before the commencement of the new year. George Brown College therefore reserves the right to change programs, fees and regulations at any time, and to withdraw courses and/or programs which are under-enrolled

All information in this calendar was prepared and approved in October 1983

General Information

Admission Requirements

Canadian citizenship or landed immigrant status is required. Foreign students with Student Authorization and special permission may be considered—ask at the Campus Admissions office

Advanced Standing

Are you working towards a certificate or diploma program on a part-time basis? Do you already have the equivalent to part of that program as a result of studies at another educational institution or through related work expereince? If the answer is "yes", you may be eligible for advanced standing that allows you to begin the program at your level of previous experience and avoid a repetition of course work

Books and Supplies

Any books or supplies you will need for part-time courses can be purchased at the Campus Bookstores. Your instructor will indicate whether any books are required for the course during the first scheduled class. For your convenience, the bookstores will remain open in the evenings for approximately two weeks at the beginning of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Certification

Many of the courses in this calendar can lead to College Diploma or Certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases requirements will be clearly outlined in the course information. For further information contact the **Counselling Department** at your campus

Counselling

Need some help in making a decision? Counselling services located at each campus will provide you with educational, vocational and personal counselling.

Counselling offices are open from 8:30 a.m. to 4:00 p.m. For appointments at other times phone 967-1212, ext. 2286.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment.

Course cancellation will take place only if registration/enrolment falls below the required minimum. Every effort will be made to notify students by phone at the number(s) provided on the registration-application form.

A full refund including the $5.00 registration fee, will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Please note that the course termination date may not correspond to the actual termination date mainly because statuatory holidays are not considered in the calculation. In all cases the total number of course hours will be offered.

Day-time Studies

Would you prefer to attend classes during the day? Some subjects offer registration in regular day classes although continuing education is normally confined to evening hours. For more information call 967-1212 during the day and ask for the Chairman of the relevant program or inquire at your Campus Admissions Office.

Fees

Fees must be paid in full at the time of registration. Payment may be in the form of cash, certified cheque or money order made payable to: George Brown College. Walk-in registrants have the additional option of VISA/Chargex payment. **Post-dated or personal cheques cannot be accepted.**

Financial Assistance

Do you need some financial help with your part-time program? To find out whether you may be eligible call or visit the Student Services Office at 500 MacPherson Avenue, 967-1212.

Foreign Students

Students who are not Canadian citizens or landed immigrants must obtain permission to register from the Department of Immigration. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where the course you are interested in is offered. Please note that the tuition fee for foreign students is double the fee listed in the calendar.

Grades/Credits

All registrants will receive a part-time certificate including a short description of the course approximately one month after their course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status and the system used will depend upon the type of course or program chosen.

Inclement weather/ College closings

Announcements will be broadcast on radio stations C B L (740) and C.F.R.B. (1010) if inclement weather or an emergency forces class cancellation. If make-up classes are required due to class cancellation, these will be arranged between the instructors and students for a mutually convenient time.

Income Tax Exemption

You will receive a registration receipt bearing a cash register imprint in the amount of your course fees upon walk-in registration, by mail, or during the first scheduled class of your course. This is your official receipt for income tax purposes and since it is the only receipt you will receive, please ensure that you retain it.

Materials fees are not eligible for taxation deduction purposes.

Parking

All the George Brown Campus locations are in the heart of downtown Toronto and parking at or nearby each campus may be difficult. The Toronto Transit System provides excellent service to each campus and we encourage you to take TTC instead of driving. Call TTC information for the most direct route from your home or office to any of our campuses

Prerequisites

Course prerequisites specified in the course information are firm minimum requirements. Whether the prerequisite stated is equivalent experience or another course, proof of successful completion must be supplied. For more information contact **your campus** Admissions Office.

Senior Citizens

If you are 65 years of age or older, you may register in any of the courses contained in this calendar for the nominal registration fee of $5.00 plus any applicable materials fee. Simply provide us with proof of age when you register using normal walk-in or mail-in procedures.

Transfers

Course transfer or change requests will be acceptable only if made before the third scheduled class date and if space is available. Requests for transfer or change must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. The $5.00 registration fee from the first course is forfeited and full fees will apply to the second course chosen.

Withdrawal and Refund Policy

Requests for refund or course withdrawal must be made in person or in writing at the Campus Administration Office before the third scheduled class date. You must present your registration receipt before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal

Fees will be refunded except for the $5.00 registration fee and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a materials fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques. Refunds will be made only by College cheque

ARCHITECTURAL

Sir Henry Pellatt (1860 - 1939) Financier and soldier. His palatial residence, Casa Loma, is one of the city's landmarks.

ARCHITECTURAL

Drafting (Architectural)

Blueprint Reading for the Construction Trades **DR931**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation. Introduction to metric drawings.

Start date:
January 23 to March 28/84

Drafting (Engineering)

Technical Drawing — Part 1 **ENDR 901**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, free-hand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Start date:
January 26 to June 7/84

Process Piping Drafting — Part I **ENDR 903**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Start date:
January 25 to June 6/84

Heating

Warm Air Heating and Air Conditioning **HT 900**

Tuesday and Thursday
1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing.

Start date:
January 24 to April 12/84

Gas Fitter II **HT 907**

Monday and Wednesday,
1900-2200 hrs.
Tuesday and Thursday,
and 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gass Fitter II License examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressure), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Start dates:
January 30, 31 to May 9, 10/84

Gas Fitter I **HT 910**

Monday and Wednesday,
Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Permanent Gas Fitter II License.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I License examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency, introduction to process gas heating equipment.

Start dates:
January 30, 31 to May 9, 10/84

Oil Burner II **HT 913**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II License examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Start date:
January 31 to May 10/84

Propane Gas **AP 902**

Monday and Wednesday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" License examination.
Course Content: Properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Start date:
January 30 to April 4/84

Masonry

Bricklaying **MAS 900**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start date:
January 17 to March 22/84

ARCHITECTURAL

Microwave Ovens **AP 909**

Monday and Thursday
1800-2100 hrs.
Casa Loma Campus
24 hours
Fee: $29.00

Review of basic electricity including emphasis on: Relays, Transformers, Capacitors. Introduction to basic solid state electronics including: Diodes — varistors, S.C.R.'s — surge resistors, Triacs, Transistors, Magnetrons, High voltage circuitry, Control circuitry, Variable power, Door interlocks, Electromagnetic spectrum, Properties of microwaves and their reaction with various materials, Oven cavity construction, Door construction, Chokes and door seals, Stirrers, Turntable, Blowers, Safety procedures, Service procedures, Use of survey meters for leakage testing, Basic microwave cooking.

Start date:
January 9 — February 2/84

Plumbing

Plumbing Basic **PLUM 900**

Monday and Wednesday,
1800 - 2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings.
Course Content: measurement, basic house design, trapping and venting. Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start date:
January 16 to March 21/84

Plumbing Qualification **PLUM 902**

Tuesday and Thursday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Persons eligible to write the Provincial Certificate of Qualification are required to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. It is general in scope and includes review of the provincial plumbing code.

Start date:
January 17 to March 22/84

Plumbing Design and Installation **PLUM 904**

Tuesday and Thursday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a master's plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start date:
January 17 to March 22/84

Air Conditioning

Air Conditioning Design I **AIR 900**

Tuesday & Thursday
1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Start date:
January 24 to April 12/84

Pneumatic Controls **AIR 907**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeymen or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date:
January 26 to March 26/84

Air Conditioning Residential and Small Commercial **AIR 905**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Start date:
January 30 to April 19/84

Residential Heat Pumps **AIR 908**

Tuesday and Thursday
1800-2100 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: REF 900, AIR 905 or equivalent.
Review of Refrigeration Fundamentals and Air Conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation of cycle components including four way reversing valve operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements as: C.O.P., E.E.R. and S.E.E.R. Balance Point Determination.

Start date:
May 15 to June 13/84

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges) **AP 903**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of conventional ranges.

Start date:
January 17 to March 22/84

Appliance Servicing Part II (Domestic Refrigeration) **AP 904**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start date:
January 17 to March 22/84

Appliance Servicing Part II (Laundry Equipment) **AP 905**

Monday and Wednesday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Start date:
January 16 to March 21/84

ARCHITECTURAL

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: This course is for the handyman who is interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but effective carpentry work.

Start date:
January 19 to March 23/84

Drafting (Architectural)

Architectural Drafting — Part 1 DR 900

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details, Introduction to metric drawings

Start date:
January 23 to March 28/84

Architectural Drafting — Part II DR 901

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Start date:
April 9 to Juna 13/84

Architactural Art and Presentation — Part 1 DR 902

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Start date:
April 9 to May 9/84

Refrigeration

Rafrigaration — Part I REF 900

Tuasday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fae: $65.00

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start data:
January 17 to March 22/84

Refrigeration — Part II REF 911

Monday and Wadnesday,
1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Successful completion of REF 900 or equivalent experience
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contractors) and motor overload protection, heating and cooling thermostats and trade safety

Start date:
January 30 to May 9/84

Surveying

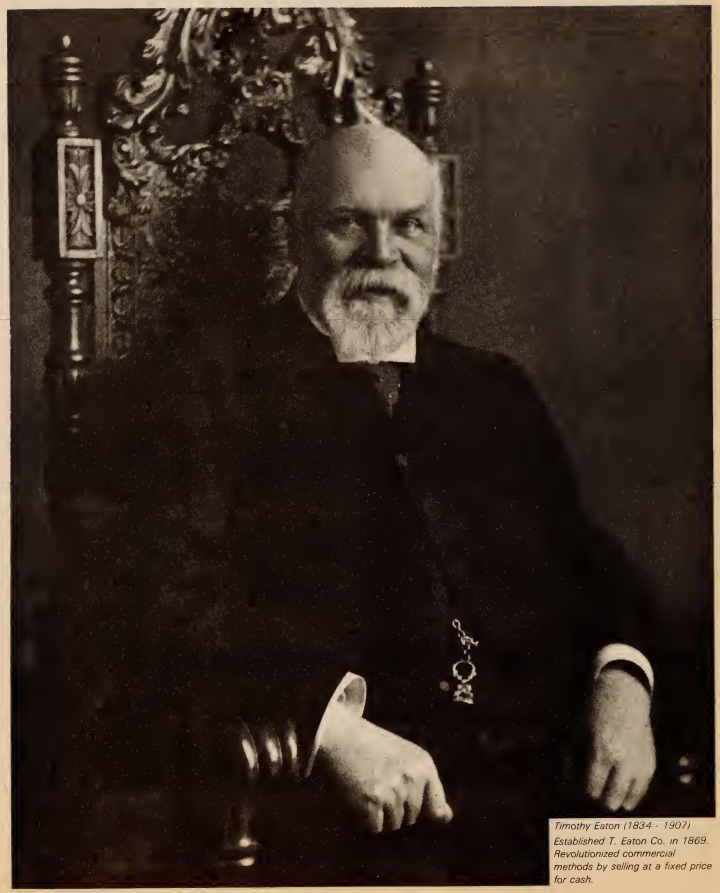
Construction and Engineering Surveying — Part II SURV 901

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: SURV 900 or equivalent.
This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout' building layout; grades and drainage.

Start date:
January 17 to March 22/84

BUSINESS



Timothy Eaton (1834 - 1907)
Established T. Eaton Co. in 1869. Revolutionized commercial methods by selling at a fixed price for cash.

BUSINESS

The Business Division

Certificate Programs

The Business Division is offering a number of Part Time Certificate Programs

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs

Certificate Programs are available in:

1. **Accounting**
2. **Business Management**
3. **Records Management**
4. **Secretarial Practice**
5. **Marketing**
6. **Basic Museum Studies**

NOTE: Register for Part Time Programs or Courses at St. James Campus only

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal section

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives.

Compulsory for Accounting
ACC 100X—
Introduction to Accounting
ACC 102X—
Accounting II
ACC 202X—
Cost Accounting I
EC 903—Economics

Electives for Accounting
BUS 900-A
Business Management I
BUS 900-B
Business Management II
ENG 201X*
English and The Business World
OMDP 902-A
Ontario Business Law I
OMDP 902-B
Ontario Business Law II
EDP 900
Introduction to E.D.P.

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses:
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand—Theory
SHP 901**
Pitman Shorthand—Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Course—One of the Following
OMDP 902A
Ontario Business Law I
OMPD 902B
Ontario Business Law II
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Management
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902A
Ontario Business Law I
OMDP 902B
Ontario Business Law II
OMDP 907
Effective Supervision
—Human Relations
EC 903
Economics

Part Time Certificate Program in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience

Students are expected to complete the program within a maximum of 3 years

Credits for program subjects taken at other community colleges or similar institutions can be applied for

6 Courses:
5 compulsory, 1 elective

Compulsory Courses:
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand—Theory
SHP 901**
Pitman Shorthand—Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Course—One of the Following
OMDP 902A
Ontario Business Law I
OMPD 902B
Ontario Business Law II
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

Part Time Certificate Program in Records Managements

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful

The six course certificate program consists of the following:

Compulsory Courses:
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Elective courses—Choose a minimum of two courses from the list below
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORM 900
Procedural Analysis
FORM 901
Forms Design
BUS 800
Archives Management

Choose a maximum of two courses from the general Business and Commerce offerings.

Part Time Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject

The program is anything but theoretical. Lecturers are chosen from business and will bring a vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare the student for practical application of his knowledge

The six-course course certificate program consists of the following:

Compulsory Courses:
MARK 100X
Marketing—Introduction to
MARK 205X
Marketing Management I
MARK 904
Advertising—Introduction to
MARK 905
Retail Management—Introduction to

Elective Courses:
MARK 202X
Marketing Research and Information Systems
MARK 903
Industrial Marketing
LAW 900
Marketing Law
MARK 906
Consumer Behaviour

BUSINESS

PART TIME CERTIFICATE PROGRAM IN ACCOUNTING

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective.

Compulsory of Accounting

Accounting I ACC 100X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivalency pg. 20

Prerequisite: BOK 552X or equivalent. This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Start dates:
January 17 to April 17/84
April 24 to July 24/84

Accounting II ACC 102X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivalency pg. 20

Prerequisite: ACC 100X or equivalent. This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Cost Accounting ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting, the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases

Start dates:
January 16 to April 16/84
April 23 to July 23/84

Economics EC 903

Monday and Wednesday,
1830-2130 hrs.
St. James Campus
84 hours
Fee: $110.00
See equivalency pg. 20

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance, Civics, organizations of federal, provincial and municipal governments.

Start dates:
January 18 to April 16/84
April 23 to July 23/84

Electives for Accounting

Business Management I 8US 900A

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Meterial Fee: $5.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background, orientation, definition of a manager, importance of the environment Business in Canada; an overview

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Ontario Business Law I OMDP 902A (79-051—79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 20

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Business Management II BUS 9008

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Material Fee: $5.00

Second part of a two-part course for people in junior or middle management positions Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates:
January 17 to April 17/84
April 24 to July 24/84

Ontario Business Law II OMDP 9028 (79-061-79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 20

Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I Some of the topics covered are: Transportation; safety; agency; environmental protection, franchising; insurance; bankruptcy; taxation, security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Introduction to Deta Processing EDP 900

Wednesday or Thursdey
1800-2100 hrs.
St. James Cempus
42 hours
Fee: $47.00
Materiels: 5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience

Start dates:
Jan. 18 or 19 to Apr. 18 or 19/84
April 25 or 26 to July 25 or 26/84

"English end the Business World" Is e compulsory subject for ell students whose netive language is not English. Informetion about this course can be found in the English end Liberal Studies section.

BUSINESS

"R.I.A." — Society of Management Accountants

The Society of Management Accountants, "The R.I.A.'s" offer a full program of courses at George Brown College, St James Campus, leading to the Professional Management Accounting Designation — RIA Professional accreditation as an RIA management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their R I A Studies.
Further information can be obtained from the St James Campus or from the Society at,

Ste 910 — 20 Victoria St
Toronto, Ontario M5C 2NB
Telephone: 363-8191

PART-TIME CERTIFICATE PROGRAM IN BUSINESS MANAGEMENT

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing Applicants with a lower level of formal education will be considered if they have had related business experience

Students are expected to complete the program within a maximum of 3 years

Credits for program subjects taken at other community colleges or similar institutions can be applied for

6 Courses:
4 compulsory, 2 electives

Compulsory for Business Management

Marketing MARK 100X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Business Management I BUS 900A

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Material Fee: $5.00

First of a two-part course for people in junior or middle management positions Compulsory subject for the Business Management Certificate (Part-time)
Course Content. Background; orientation, definition of a manager, importance of the environment Business in Canada, an overview, nature and importance of business history, corporate structures, participation in planning a company Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing Management; qualifications, senior management, first line management, middle management.

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Business Management II BUS 900B

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Material Fee: $5.00

Second part of a two-part course for people in junior or middle management positions Compulsory subject for students enrolled in Business Management Certificate (Part-time), Course Content: Functions; production, marketing, financial and personnel functions Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic

Start dates:
January 17 to April 17/84
April 24 to July 24/84

Accounting I ACC 100X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivalency pg.

Prerequisite: BOK 552X or equivalent
This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation, balance sheet preparation, income statement preparation; the end-of-period process, cash and receivables; inventory and plant and equipment.
Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further

Start dates:
January 17 to April 17/84
April 24 to July 24/84

Electives for Business Management

Introduction to Data Processing EDP 900

Wednesday or Thursday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
Jan. 18 or 19 to Apr. 18 or 19/84
Apr. 25 or 26 to July 25 or 26/84

***"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.**

Accounting II ACC 102X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Sae equivalency pg.

Prerequisite: ACC 100X or equivalent.
This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost control and financial planning
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statements of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Cost Accounting ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting, the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Start dates:
January 16 to April 16/84
April 23 to July 23/84

BUSINESS

Ontario Business Law I OMDP 902A (79-051—79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 20

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start dates:
January 18 to March 21/84
April 25 to Juna 27/84

Ontario Business Law II OMDP 902B (79-061—79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 20

Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance, bankruptcy; taxation; security
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program.

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Economics EC 903

Monday and Wednesday,
1830-2130 hrs.
St. James Campus
84 hours
Fee: $110.00
See equivalency pg. 20

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organizations of federal, provincial and municipal governments.

Start dates:
January 16 to April 16/84
April 23 to July 23/84

Effective Supervision—Human Relations OMDP 907 (75-01)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for result, resistance to change.

Start dates:
January 19 to March 22/84
April 26 to June 28/84

PART TIME CERTIFICATE PROGRAM IN SECRETARIAL PRACTICE

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing Applicants with a lower level of formal education will be considered if they have had related business experience

Students are expected to complete the program within a maximum of 3 years

Credits for program subjects taken at other community colleges or similar institutions can be applied for

6 Courses:
5 compulsory, 1 elective

Compulsory Courses

Typewriting III (Advanced) TYP 905

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: 35 w p.m or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w p m on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement, centering of menus, programs, announcements, business letters — different styles, placement, carbon copies and envelopes, essential business forms; erasures and corrections, squeezing and spreading; duplicating — the typing of ditto, stencils, and offset masters; skill development to bring the typist up to 50 w p m or better on ten-minute tests

Start dates:
January 16 to March 14/84
April 23 to June 27/84

Pitman Shorthand Theory I SHP 900A

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequisites: Grade 12 English or equivalent, 45 w p m in typing
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses

Start dates:
January 17 to April 5/84
April 24 to July 12/84

Pitman Shorthand Theory II SHP 900B

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequisites: SHP 900A or acceptable background determined by test
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w p m and transcribing it in mailable form

Start dates:
January 17 to April 5/84
April 24 to July 12/84

Pitman Shorthand — Speed Development SHP 901

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHP 900A & B or equivalent, and 45 w p.m in typewriting
**Can be waived if student attained 100 wpm in SHP 900.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w p m., and in transcribing from notes at the typewriter
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on shortforms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form

Start dates:
January 17 to March 22/84
April 24 to June 28/84

BUSINESS

Introduction to Records Management RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start date:
January 16 to April 16/84

Elactiva Course — One of the following

Ontario Business Law I **OMDP 902A**
(79-051 — 79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency Pg.

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Ontario Business Law II **OMDP 9028**
(79-061-79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalentcy Pg.

Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety, agency, environmental protection; franchising; insurance; bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "Law 200" offered in the day program.

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Advanced Records Management RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start date:
January 18 to April 18/84

Introduction to Data Processing **EDP 900**

Wednesday or Thursday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
Jan. 18 or 19 to Apr. 18 or 19/84
Apr. 25 or 26 to July 25 or 26/84

Bookkeeping I **BOK 552X**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system.
It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries, accounting for professional enterprises; financial statements, petty cash and payroll.

Start dates:
January 16 to April 16/84
April 23 to July 23/84
May 14 to August 13/84

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer, marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
January 18 to April 18/84
April 25 to July 25/84

***"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.**

BUSINESS

PART TIME CERTIFICATE PROGRAM IN RECORDS MANAGEMENTS

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses

Introduction to Records Management RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records.

Start date:
January 18 to April 18/84

Advanced Records Management RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start date:
January 18 to April 18/84

Elective courses — Choose a minimum of two courses from the list.

Forms Management RM III **RM 902**

Thursdays, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Start date:
January 19 to April 19/84

Manuals Management RM IV **RM 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I, effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards, course review.

Start date:
January 18 to April 18/84

Microfilm for Your Business **MICR 900**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm, unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies, film processing and quality control. As well, they will have gained an understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction will also be given in preparing a cost/benefit study, and there will be a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Start date:
January 17 to April 17/84

Procedural Analysis **FORM 900**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The course will consist of 14 sessions of three hours each, and will introduce the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation; recurring data, flowcharting. There will be a number of written assignments and class exercises throughout the course, as well as a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management)

Start date:
January 16 to April 16/84

Forms Design **FORM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course consists of fourteen sessions of three hours each, and will introduce the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking. There will be three tests, one assignment, and a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management)

Start date:
April 18 to July 18/84

Archives Management 8US 800

Thursday, 1800-2100 hrs.
College St. Campus
42 hours
Fee: $65.00
Materials $15.00

The course will provide sufficient knowledge of archival principles and practices to develop in students a basic understanding of the relationship between the archives and records management functions. Students successfuly completing the course will be competent to interact with professional archivists in an integrated archives and records management environment, to apply archival methods to historical records in corporate records centres, and to work with professional archivists in establishing and maintaining an archives program. The course will appeal to persons without previous archival training or experience appointed to establish archives programs; museologists and librarians having responsibilities for archival collections; business administrators, records management personnel, file clerks and secretaries requiring knowledge of the proper care and handling of archival records, and graduates and students of the related fields of library science and history.

Start date:
January 19 to April 19/84

Choose a maximum of two courses from the general Business offerings

BUSINESS

PART TIME CERTIFICATE PROGRAM IN MARKETING

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.
The program is anything but theoretical. Lecturers are chosen from business and will bring a vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare the student for practical application of his knowledge.
The six-course course certificate program consists of the following:

Compulsory Courses

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer, marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Introduction to Advertising **MARK 904**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising—headline, layout, illustration and copy.
This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print

Start dates:
January 16 to April 16/84
April 23 to July 23/84

Introduction to Retail Management **MARK 905**

Thursday, 1800-2100 hrs.
St. James Campus
42 Hours
Fee: $70.00

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enrol. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.
Course Content: Planning and budgeting; inventory control; merchandising, cost control; security; personnel, advertising and promotion

Start dates:
January 19 to April 19/84
April 26 to July 26/84

Marketing Management I **MARK 205X**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Start dates:
January 19 to April 19/84
April 26 to July 26/84

Elective Coursas

Industrial Marketing **MARK 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $75.00

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.
The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Start dates:
January 18 to April 18/84
April 25 to July 25/84

Marketing Law **LAW 900**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fea: $90.00

This course will introduce the student to the legal system as it pertains to marketing.
Major topics covered in the course are: Federal and provincial jurisdiction; the law and the various forms of business; marketing contracts; the matter; credit; regulation of sales and competition, negligence and product liability; contracts and torts that the marketer should be aware of.

Start dates:
January 19 to April 19/84
April 26 to July 26/84

Marketing Research and Information Systems **MARK 202X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied.
Text, cases, project

Start dates:
January 17 to April 17/84
April 25 to July 25/84

Consumer Behaviour **MARK 906**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour; attitudes and beliefs—can they be changed by advertisements?

Start dates:
January 16 to April 16/84
April 23 to July 23/84

Retail Advertising Copy Writing (Advanced) **MARK 902**

Tuesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $100.00

Prerequisite: MARK 901 or comparable practical experience.
This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and posters. Term project will entail creating a complete advertising campaign using all media covered in this course.
Enrolment limited to 16

Start dates:
January 17 to March 20/84
April 24 to June 26/84

***"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.**

BUSINESS

Insurance Courses Leading to A.I.I.C. Designation

"These courses are offered in co-operation with the Insurance Institute of Canada
An examination fee of $30 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION

Coursas	Deadlinas
January	December 16/83
April	March 23/84

Principles and Practice of Insurance **INS 911**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy
Note: This course is a prerequisite for any other A.I.I.C. subject.

Start dates:
January 9 to April 2/84
April 9 to June 25/84

Insurance on Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start datas:
January 11 to March 28/84
April 11 to Juna 27/84

Insurance on Proparty II **INS 933**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, 912.
Business fire coverages; extended coverage endorsements E C K L.J. rating: fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates:
January 10 to March 27/84
April 10 to June 26/84

Insurance on the Person **INS 934**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911.
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates:
January 11 to March 28/84
April 11 to Juna 27/84

Insuranca against Crime **INS 935**

Tuasday, 1730-2030 hrs.
St. James Campus
36 hours
Fae: $70.00
Materials: $5.00

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start dates:
January 10 to March 27/84
April 10 to June 26/84

Business Interruption **INS 940**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Matarials: $5.00

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start dates:
January 9 to March 26/84
April 9 to Juna 25/84

Proparty Loss Adjustment **INS 941**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Faa: $70.00
Matarials: $5.00

Prerequisite: INS 911, INS 933
Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports: the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start dates:
January 12 to March 29/84
April 12 to June 28/84

Insurance Against Liability **INS 913**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec

Start dates:
January 12 to March 29/84
April 12 to June 28/84

BUSINESS

Insurance Accounts and Finance — INS 916

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

This course is the mandatory last course in the A.I.I.C program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods interrelationship of accounting and statistical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments

Start dates:
January 11 to March 28/84
April 11 to June 27/84

Building Construction/ Fire Protection and Basic Hazards — INS 936

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability

Start dates:
January 11 to March 28/84
April 11 to June 27/84

Automobile Insurance — INS 914

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F.I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions, endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims

Start dates:
January 10 to March 27/84
April 10 to June 26/84

Loss Adjustment and Claim Settlement — INS 915

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 914
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports subrogation, aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates:
January 11 to March 28/84
April 11 to June 27/84

Casualty Covers — INS 943

Thursday, 1730-2130 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911
Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance

Start dates:
January 12 to March 29/84
April 12 to June 28/84

Industrial Process Hazards — INS 937

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 936.
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment, public fire protection.

Start dates:
January 12 to March 29/84
April 12 to June 28/84

Bodily Injury Claims — INS 932

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 915
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims

Start dates:
January 12 to March 29/84
April 12 to June 28/84

Casualty Loss Prevention — INS 938

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Course Content: Owners' landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps elevator liability. Manufacturers' and contractors' liability
Crime: Introduction, fidelity bonds, crime inspections, physical protection.
Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system.
Safe and vaults: robbery

Start dates:
January 11 to March 27/84
April 11 to June 26/84

General Insurance Essentials — Part I — INS 981

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.
Note: No course other than INS 950B may be taken concurrently with this course

Start dates:
January 12 to March 29/84
April 12 to June 28/84

BUSINESS

General Insurance Essentials — Part II — INS 982

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Start dates:
January 10 to March 27/84
April 10 to June 26/84

Licanse Qualification (Ganeral Linas Insurance) INS 944

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $100.00
(including examination Fee)
Materials: $160.00

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff. Instructors are drawn from among leading agencies, insurers and allied organizations
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions.
Course Content: Principles of insurance, property, business interruption, condominiums, home-owners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines

Start dates:
January 17 to March 22/84
April 24 to June 28/84

Electronic Data Processing

Introduction to Data Processing — EDP 900

Wednesday or Thursday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
Jan. 18 or 19 to Apr. 18 or 19/84
Apr. 25 or 26 to July 25 or 26/84

Cobol I — EDP 101X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

Prerequisite: EDP 900 or equivalent
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
January 17 to April 17/84
April 24 to July 24/84

Cobol II — EDP 200X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

Prerequisite: A "C" standing in COBOL I or equivalent
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update

Start dates:
January 17 to April 17/84
April 24 to July 24/84

Clerical and Secretarial Skills

Typewriting (Beginning) — TYP 901

Monday and Wednesday, or Tuesday and Thursday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: Basic knowledge of English
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w p m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Start dates:
Jan. 16 or 17 to Mar. 14 or 15/84
April 23 or 24 to June 27 or 28/84
June 4 or 5 to August 8 or 9/84

Typewriting II (Intermediate) — TYP 903

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: 20 w p.m. typing or TYP 901
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start dates:
January 16 to March 14/84
April 23 to June 27/84

Typewriting III (Advanced) — TYP 905

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w p m on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements, business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w p m or better on ten-minute tests

Start dates:
January 16 to March 14/84
April 23 to June 27/84

La Dactylographie en Francais — TYP 906

Niveau débutant
mardi et jeudi
18h15 — 21h15
Campus St-James
(200 rue King est-à l'est de Jarvis)
60 heures
Coût: 65$
Matériel: 10$

Les apprenants maîtrisent le clavier en utilisant la méthode "aveugle" et comprennent comment mettre en page les lettres dactylographiées. A la fin du cours ils tapent 25 mots par minute à un test de vitesse de 5 minutes. On apprend également les règles de syllabation, d'emploi des majuscules et de tabulation.

Dates du début:
du 17 janvier/84, au 29 mars/84
du 10 avril/84, au 14 juin/84

BUSINESS

Word Processing I — WORD 201X

Wednesday, 1800-2100 hrs. or Saturday, 0900-1300 hrs. or 1315-1715 hrs.
St. James Campus
28 hours
Fee: $125.00
Materials: $10.00

Prerequisite: Grade 12 English and 50 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system"

Start dates:
Jan. 18 or 21 to Mar. 14 or 3/84
Apr. 25 or 28 to June 20 or 9/84
June 20 or 23 to Aug. 15 or 4/84

Intermediate Word Processing — WORD 800

Monday, 1800-2100 hrs.
St. James Campus
28 hours
Fee: $125.00
Materials: $10.00

Continued Training on the Wang System. Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Start dates:
Jan. 16 to Mar. 12/84
Apr. 23 to June 18/84
June 25 to Aug. 20/84

Advanced Word Processing — WORD 801

Tuesday, 1800-2100 hrs.
St. James Campus
27 hours
Fee: $125.00
Material Fee: $10.00

Prerequisite: Intermediate Word Processing
This course continues training on the Wang System. Topics include: Glossary Design to Perform Edit Functions, Mathematical Functions Using Accumulators, Mathpak Glossaries, Transfer Control From One Glossary Entry to Another Glossary Entry. Demonstrations include: Generator, The Index Generator Function, Format Modification Function, Super Global Replace Function and Document Compare Function

Start dates:
January 17 to March 13/84
April 24 to June 19/84

Traitemant da taxtes — WORD 900

jeudi 18h15 - 21h15
Campus St-James
(200 rue King est-à l'ast de Jarvis)
30 haures
Coût: 125$

Ce cours permet aux apprenants d'améliorer leur rendement et leur productivité dans le domaine du traitement de textes.
Ce cours répond aux besoins actuels des apprenants et envisage l'utilisation de leurs connaissances dans le cadre de leur carrière ou de leur entreprise.
Ce cours met l'accent sur: l'organisation du travail, la recherche, l'optimisation, le traitement de l'information et son application, et l'automatisation de tâches routinières. A chaque cours l'apprenant s'entraîne sur une machine individuelle de traitement de textes.

Dates du début
du 12 janvier, au 22 mars/84
du 12 avril, au 14 juin/84

Shorthand — Refresher Course — SH 900

Tuasday and Thursday,
1800-2100 hrs.
St. James Campus
84 hours
Fee: $115.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Start dates:
January 17 to April 19/84
April 24 to July 26/84

Tha Business Division offers additional courses to those listed herein.
For information on — Equivalency day/avening courses
— Advanced courses
— Word Processing Oparator
— Construction
— Canadian Importing
— How To Get Things Done By Motivating Yourself and Others
telephone 967-1212, Ext. 3289/3290

The courses listed below have been granted exemptions by C.G.A. & S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.

Our Course #	C.G.A. #	R.I.A. #
Acc 100x & 102x	Acctg 101	Intro. Acctg
OMDP 902 A & B	Law 108	Commercial Law
EC 903	Economics 104	Economics

BUSINESS

ATTENTION!

OWNERS, MANAGERS, SUPERVISORS, ENTREPRENEURS

COURSES TO SUCCESS

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM

— Ontario Management Development Program courses will assist you in meeting your career goals by providing you with management training needed to run your business successfully.

— Assist you in starting your own small business.

— Offer Provincial OMDP Certificates, issued by The Ministry of Colleges and Universities to recognize your achievement on completion of basic programs. Certificates are offered in Business Management and Supervisory Studies

— Who develops these courses? Co-ordinated by The Ministry of Colleges and Universities in co-operation with Ontario's Community Colleges, OMDP courses are designed by business and industry professionals. Among these is The Federal Business Development Bank.

— Who teaches? Course leaders are practical, well qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.

— Course descriptions follow.

Participants may register in one or more courses in the same term and select the courses in the sequence outlined below.

CERTIFICATE IN BUSINESS MANAGEMENT STUDIES

Satisfactory completion of six courses, three of which are prescribed from three of the groups "A" to "D" below. A fourth course is required from groups "A" to "H". The remaining two courses may be drawn from groups "A" "H", or from non-OMDP college-approved related courses:

A. Business Management — General
B. Financial Control
C. Marketing
D. Production
E. Personnel Management and Labour Relations
H. Electives

For further information please call 967-1212, ext. 3289.

Certificate Catagory: BUSINESS MANAGEMENT STUDIES (BMS)

Group A:	**Business Management — General**
72-07	OMDP922 Management for Results
Group B:	**Financial Control**
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
79-61 to 79-070	OMDP902B Ontario Business Law II
82-01 FT-1	OMDP925 Fundamentals of Financial Management
68-01	Credit and Collections (B)
76-02	Management Approach to Credit and Collections (B)
Group C:	**Marketing**
80-03	OMDP923 The ABC's of Selling
Group D:	**Production**
71-02	OMDP901A Work Study I
71-02	OMDP901B Work Study II
73-09	OMDP913 Purchasing
75-03	OMDP908 Effective Supervision - Administration
78-05	OMDP924 Inventory Management
Group E:	**Personnal Management and Labour Relations**
75-01	OMDP907 Effective Supervsion - Human Relations
77-01	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools and Techniques
78-10	OMDP927 Organizational Behaviour
Group H:	**Electives**
77-10	OMDP914 How to Start a Small Business
10 modules from 78-001 to 78-072	OMDP900 Management Functions for Supervisors

BUSINESS

Management Functions For Supervisors **OMDP 900**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Modules: $15.00 each (if taken separately)
Fee: $30.00
Material Fee: $25.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks A student taking all modules will be credited with one full course toward the Ministry of Education Certificate Course Content The role of the supervisor, Management process: an introduction; Time Management, Introduction to budgeting; Decision making techniques; Allocating human resources, Meeting management; Interviewing An introduction, Performance appraisals, Women as supervisors and supervising women

Start dates:
January 19 to March 22/84
April 26 to June 28/84

Work Study I **OMDP 901A**
(71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

The course will introduce methods and time study. It will prepare the student for effective participation in a company work study program. It will provide a strong base on which to build experience in analysis

Start dates:
January 16 to March 19/84
April 23 to June 25/84

Work Study II **OMDP 901B**
(71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Prerequisite OMDP 901A Work Studyl. Second part of two-part course Topics included are: Introduction to work measurement, principles of work management, fundamental procedures of stopwatch time study, work sampling theory and application, communications

Start dates:
January 16 to March 19/84
April 23 to June 25/84

Ontario Business Law I **OMDP 902A**
(79-051 — 79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency Pg.

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses It will enable the student to better communicate with lawyers and to apply their advice Case studies are the prevalent method of instruction This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Ontario Business Law II **OMDP 902B**
(79-061-79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See Equivalency Pg.

Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety, agency; environmental protection; franchising; insurance, bankruptcy; taxation, security
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program

Start dates:
January 18 to March 21/84
April 25 to June 27/84

People Management: Tools and Techniques **OMDP 906**
(73-60)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Start dates:
January 19 to March 22/84
April 26 to June 28/84

Effective Supervision — Human Relations **OMDP 907**
(75-01)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change

Start dates:
January 19 to March 22/84
April 26 to June 28/84

Effective Supervision in Administration **OMDP 908**
(75-03)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Managemant Approach to Credit and Collections **OMDP 909**
(76-02)

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $30.00
Materials: $25.00

Course Content To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits

Start dates:
January 17 to March 20/84
April 24 to June 26/84

BUSINESS

Management Skills in Personnel Selection **OMDP 912**
(77-01)

Wadnasday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview

Start dates:
January 18 to March 21/84
April 24 to June 27/84

Purchasing **OMDP 913**
(73-09)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada

Start dates:
January 16 to March 19/84
April 23 to June 25/84

How To Start a Small Business **OMDP 914**
(77-10)

Thursday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast Marketing strategy — marketing mix, marketing plan. Management and staffing Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Start dates:
January 19 to March 22/84
April 26 to June 28/84

Retailing: An Introduction **OMDP 915**
(77-12)

Tuesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Course Content This course is designed to familiarize the student with the basic concepts and terminology of retailing Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Start dates:
January 17 to March 20/84
April 24 to June 20/84

Credit and Collections **OMDP 916**
(68-01)

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Materials: $25.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence

Start dates:
January 16 to March 19/84
April 23 to June 25/84

Management For Results **OMDP 922**
(72-07)

Wadnasday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives

Start dates:
January 18 to March 21/84
April 25 to June 27/84

The A8C's of Selling **OMDP 923**
(80-03)

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs"
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; and what are some of the techniques of a successful demonstration

Start dates:
January 17 to March 20/84
April 24 to June 26/84

Inventory Management **OMDP 924**
(78-05)

Tuesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Students will learn to define and understand the role of inventory management in a firm as well as the components and composition of inventory. Participants will be able to appreciate the importance of maintaining proper inventory levels in operations and to adjust them when required It will familiarize participants sufficiently with the concepts and systems of inventory management, to enable them to manage inventory more effectively in their own work environments.

Start dates:
January 17 to March 20/84
April 24 to June 26/84

BUSINESS

Fundamentals of Financial Management **OMDP 925**
(82-01-FT-1)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

This course will enable students to understand what an Income Statement presents. It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Start dates:
January 18 to March 21/84
April 25 to June 27/84

Internal Control for Small Business **OMDP 926**
(79-09)

Thursday, 1800-2030 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system, to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Start dates:
January 19 to March 22/84
April 26 to June 28/84

Organizational Behaviour **OMDP 927**
(78-10)

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

The course will enable participants to understand the employee motivation towards achievement or organizational goals. It will help students to achieve the ability to perceive individual and group behaviours in an organizational perspective. It will bring to light the effects of proper usage of power, Authority, and leadership. It will help students to recognize the factors directly affecting work satisfaction and performance, and it will encourage participants to modify their behaviour in order to achieve a more efficient management of human resources.

Start dates:
January 16 to March 19/84
April 23 to June 25/84

Forecasting: Predicting Sales and Profits **OMDP 929**
(78-03)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

This course is designed to introduce and define forecasting. It will explain some of the uses and limitations of market forecasting, as well as the general importance of planning. Implications of customer demand and demand elasticity are other topics covered in the course. A clear understanding of the firm's position within it's environment and an intuitive understanding of what information to include in their checklist is another objective of this course.

Start dates:
January 19 to March 22/84
April 26 to June 28/84

ONTARIO MUSEUM ASSOCIATION

in co-operation with

GEORGE BROWN COLLEGE

presents

CERTIFICATE IN BASIC MUSEUM STUDIES

The Certificate in Basic Museum Studies consists of a series of nine seminars designed to assist individuals in developing a deeper knowledge and understanding of good museum practice. It is one of the few comprehensive continuing education programs currently available to interested individuals and to members of the museum community that can be undertaken on a part-time basis. The Certificate serves as an acknowledgment of a museum worker's commitment to professional development and is recognized in the museum community as an important contributor to the development of basic museum skills and knowledge.

Priority will be given to:

1) those already enrolled in the Certificate Program
2) people currently working in museums in a paid or unpaid capacity
3) anyone interested in the museum field

For more information please contact:
Carol Beatty or Marilyn Job, Ontario Museum Association, 38 Charles Street East, Toronto, M4Y 1T1, 923-3868, or George Brown College, 967-1212, ext. 3290.

COMMUNITY SERVICES

Lady Helen Clark (Gordon, 1839 - 1913)
She was the promoter of the Immigrants Receiving Home and was the first director of Home for Incurables.

COMMUNITY SERVICES

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, Donna Humphries.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 1400-2030 hours

The following courses must be completed in order to obtain the Diploma:

AD100X — Field Practice
AD101X — Human Growth and Behaviour
AD102X — Group Process
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour
AD202X — Group Process
AD206X — Theory, Methods and Practice of Counselling
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology of the Family

Ethics, Values and Professionalism **AD 208X**

Wednesday, 1730-1900 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date:
January 11 to April 11/84

Pharmacology and Physiology **PHYS 104X**

Wednesday, 1730-1900 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced

Start date:
January 11 to April 11/84

Field Practice **AD 200X**

Monday to Friday
600 hrs.
Fee: $25.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.

Note: Registration for this course requires the approval of the program coordinator

Start dates:
January 2 to March 31/84
April 1 to June 30/84
July 1 to August 31/84

Counselling Practice Laboratory **AD 107X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique

Start date:
January 11 to May 11/84

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, Donna Humphries.

Note: It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:

CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI191X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI278X — Organizational Development
CHI272X — Working With Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Introductory Sociology **SOC 171X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
42 hrs.
Fee: $40.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
January 11 to April 11/84

Adolescence Role and Identity **CHI 276X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course will examine the learners attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.

An explanation of these areas will enhance the students ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Start date:
January 11 to April 11/84

Working with Families **CHI 272X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date:
January 11 to April 11, 1984

Integration of Theory and Practice **CHI 277X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problem(s)

Start date:
January 11 to April 11/84

Field Practice **CHI 160X**

Monday to Friday
600 hours
Fee: $25.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program coordinator.

Start dates:
January 2 to March 31/84
March 1 to June 30/84
July 1 to August 31/84

COMMUNITY SERVICES

Field Practice **CHI 260X**

Monday to Friday
660 hours
Fee: $25.00

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Start dates:
January 2 to March 31/84
April 1 to June 30/84
July 1 to August 31/84

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B" Toronto, M5T 2T9, Telephone 967-1212, Donna Humphries.

Note: It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.

ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Interpersonal Communications **ECE 103X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The purpose of this course is to examine principles and concepts of interpersonal communication and to develop skills in facilitating the interpersonal communication process

Start date:
January 12 to April 12/84

Principles of Day Care I **ECE 104X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Principles of Day Care I emphasizes the study of settings and programs that can be used effectively with babies and children in early childhood centres.

Start date:
January 10 to April 10/84

Storytelling and Literature **ECE 116X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills

Start date:
May 1 to July 12/84

Music **ECE 117X**

Thursday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Start date:
May 3 to July 14/84

Parent Education I **ECE 118X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Parent Education and Interviewing Parent I is designed to give the student a theoretical background in current parenting methods as well as how to work comfortably, effectively and professionally with parents of individual children in an early childhood setting.

Start date:
January 10 to April 10/84

Human Growth and Development **ECE 200X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examned for their contribution to the understanding of human growth and development

Start date:
January 10 to April 10/84

Planning Management and Legislation **ECE 203X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Start date:
January 10 to April 10/84

Field Practica **ECE 213X**

160 hours
Fee: $25.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children

Field practice is arranged on an individual basis with the program coordinator

Start date:
Semester II, Jan. 10 to May 8/84
Semester IV, Jan. 12 x 17 wks.

Family Dynamics **ECE 206X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving

Start date:
January 12 to April 12/84

Professional Development **ECE 208X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee

Start date:
January 12 to April 12/84

Movement and Drama **ECE 215X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children

Start date:
May 1 to July 12/84

Science Experience **ECE 216X**

Thursday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences

Start date:
May 3 to July 14/84

Language and Communications **ENG 114X**

Tuesday and Thursday
1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children

Start date:
May 1 to June 14/84

Introductory Psychology **PSY 107X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day centres

Start date:
January 12 to April 12/84

Post-Diploma Certificate Early Childhood Education Resource Teacher

This program is designed to provide professional early childhood educators with the knowledge and skills necessary to work with children who have special needs. Upon successful completion of this program, graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Curriculum will focus on integration and programming for both individuals and groups. As a Resource Teacher you will be able to serve as the primary consultant and support for a special needs child and her/his family and to work with all kinds of special needs children. Graduates will be able to sensitively and appropriately integrate special needs children into mainstream preschool programs and provide specific help in specialized programs.

ADMISSION REQUIREMENTS

1 Early Childhood Education diploma or equivalent

2. Previous experience (minimum 105 hours) with children who are developmentally delayed, as defined by the Day Nurseries Act

   This experience could have occurred in a supervised field placement during the applicant's Early Childhood Education training, or through volunteer or work experience.

3 One year post-diploma work with children in a group care setting.

4 Orientation session with program co-ordinator

COMPLETION REQUIREMENTS

YEAR ONE

ECE 400 Introduction to Resource Teaching
ECE 401 Individual Developmental Planning I
ECE 404 Field Practicum I
ECE 403 Working With Families

YEAR TWO

ECE 402 Individual Developmental Planning II
ECE 407 Field Practicum II
ECE 404 Advocacy in the School and Community
ECE 405 Co-ordinating Resources
ECE 408 Field Practicum III

Introduction to Resource Teaching **ECE 400**

Monday, 1830-2130 hrs.
Nightingale Campus
36 hours
Fee: $41.00

This course will introduce students to the role and function of resource teachers, provide a philosophical basis for integration and normalization, examine the current legislation affecting the care and education of children with special needs, and explore modes of using community resources effectively.

Start date:
January 16 to April 2/84

Individual Developmental Planning I **ECE401**

Monday, 1830-2130 hrs.
Nightingale Campus
36 hours
Fee: $41.00

Pre-requisite or co-requisite:
Introduction to Resource Teaching — ECE 400
This course examines the preparation of individual developmental plans. Students will learn to assess individual children's development levels, utilize assessment tools appropriately; develop objective and specific developmental goals; teach goal-directed lessons; integrate the individual child into the group; and evaluate progress.

Start date:
April 9 to June 25/84

Activation Co-ordinator Diploma Program

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and/or handicapped persons.

The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life or the disabled.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Community Sevices, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, M. Gaffney ext 4242

Courses are offered Monday, Tuesday and Thursday between 1500-2100 hours

The following courses must be completed in order to obtain the Diploma:
ACT100X — Growth and Development
ACT104X — Activity Planning
ENG128X — Communications I
ACT105X — Use of Crafts and Hobbies I
ACT102X — Working with the Handicapped
ACT103X — Ambulation and Exercise
FLDP101X — Field Practice
FLDPW101X — Field Work Seminar
ACT101X — Community Resources
ACT106X — Normalization and Remotivation
PSY114X — Psycho-Social Needs
GERI100X — Geriatric Impairments
PSY205X — Psycho-Geriatrics
PDE200X — Program Development and Evaluation
FLDP102X — Field Practice
FLDW102X — Field Work Seminar
ACT207X — Creative Programming
ACT209X — Special Purpose Groups
ENG 223X — Group Process
ACT208X — Assessment Skills
BUS210X — Organization and Management Skills
CS200X — Coordination Skills
FLDP203X — Field Practice
FLDW202X — Field Work Seminar

Use of Crafts and Hobbies I **ACT 105X**

Tuesday, 1500-1630 hrs.
Nightingale Campus
25 1/2 hrs.
Fee: $40.00

Students will practice a variety of crafts and hobby skills such as woodwork, metalwork, sewing, needle work, painting, ceramics, pottery and jewellery making in a workshop situation.

Start date:
January 10 to May 1/84

Working with the Handicapped **ACT 102X**

Tuesday, 1830-2000 hrs.
Nightingale Campus
25.5 hours
Fee: $40.00

Skills that are necessary for working with the handicapped will be studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches will form the basis of the course

Start date:
January 10 to May 1/84

Ambulation and Exercise **ACT 103X**

Tuesday, 2000-2130 hrs.
Nightingale Campus
25.5 hrs.
Fee: $40.00

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches

Start date:
January 10 to May 1/84

Introductory Psychology **PSY 169X**

Tuesday, 1630-1800 hrs.
Nightingale Campus
25.5 hours
Fee: $40.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date:
January 10 to May 17/84

Normalization and Remotivation **ACT 106X**

Thursday, 1630-1800 hrs.
Nightingale Campus
30 hours
Fee: $40.00

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation

Start date:
January 12 to April 19/84

Introductory Sociology **SOC 171X**

Thursday, 1630-1800 hrs.
Nightingale Campus
25.5 hours
Fee: $40.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions

Start date:
January 12 to May 3/84

Geriatric Impairments **GERI 100X**

Thursday, 1500-1630 hrs.
Nightingale Campus
30 hours
Fee: $40.00

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's disease, cerebral palsy, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis

Start date:
January 12 to May 1/84

Psycho-Geriatrics **PSY 205X**

Thursday, 1830-2000
Nightingale Campus
25.5 hours
Fee: $40.00

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included

Start date:
January 12 to May 3/84

Assessment Skills **ACT 208X**

Monday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The skills of assessment of individual physical and social and emotional needs and interests will be taught. This will be followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practiced as a team member under professional supervision.

Start date:
January 9 to April 16/84

Organizational and Management Skills **BUS210X**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings

Start date:
January 9 to April 16/84

COMMUNITY SERVICES

Co-ordination Skills **CS 200X**

Monday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies. Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment training and direction of volunteers, supervision of field placement and agency liaison.

Start date:
January 19 to April 16/84

Foster Parent Certificate Program — Part-Time

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care E.G. withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent.

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9 Telephone 967-1212, Donna Humphries.

Note: It is recommended that applications be received by the community Services Division before July 31. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

The following courses must be completed in order to obtain the certificate.

FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Child Management I **FPP 901**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bed-wetting, aggression and withdrawal

The material for the course will be drawn largely from the experience of the participating foster parents.

Start date:
January 17 to March 20/84

Child Management II **FPP 902**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

Prerequisite: Child Management I or equivalent

This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Start date:
January 19 to March 22/84

Health Care Aide Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:

Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212,
M. Gaffney

The following courses must be completed in order to obtain the certificate
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communications **CARE 900**

Monday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Start dates:
January 9 to March 12/84
March 26 to May 28/84

Biological Needs **CARE 901**

Tuesday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Start dates:
January 10 to March 13/84
March 27 to May 29/84

Social and Emotional Needs **CARE 903**

Wednesday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Stert detes:
Januery 11 to March 14/84
March 28 to May 30/84

Clinical 1 **CARE 908**

Wednesdey, 1800-2200 hrs.
Thursday, 1000-1400 hrs.
Nightingale Campus
80 hours
Fee: $90.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Start dates:
Jen. 11 or 12 to Mar. 14 or 15/84
Mar. 28 or 29 to Mey 30 or 31/84

Clinical 2 **CARE 909**

Thursday, 1800-2200 hrs.
Friday, 1000-1400 hrs.
Nightingale Campus
40 hours
Fee: $45.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations

Start dates:
Jan. 12 or 13 to Mer. 15 or 16/83
Mer. 29 or 30 to May 31 or Ju. 1/84

COMMUNITY SERVICES

Clinicel 3 **CARE 910**

Monday to Fridey
240 hours
Fee: $30.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Stert dates:
Jenuery 2 to Merch 31/84
April 1 to June 30/84
July 1 to August 31/84

Educetionel Assistant Diploma Program

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children

Applications and information may be obtained from the Community Services, George Brown College, Box 1015, Station "B" Toronto, M5T 2T9, Telephone 967-1212, Donna Humphries

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 1700-2030 hours
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Lenguege end Listening Skills **EA 902**

Tuesdey, 1700-1830 hrs.
Nightingele Cempus
22.5 hours
Fee: $33.00

This course will examine the basic stages of language development and emphasis the acquisition of skills which promote language and listening ability for both normal and exceptional children

Stert date:
Jenuary 10 to April 17/84

Program Skills **EA 903**

Tuesday, 1900-2030 hrs.
Nightingale Campus
22.5 hours
Fee: $33.00

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children

Stert dete:
Jenuary 10 to April 17/84

Classroom Practice **EA 904**

Monday to Friday
500 hrs.
Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the co-ordinator.

Start date:
Jenuary 9 to April 20/84

William James Sr.

One of Canada's foremost photographers. He gave Toronto a priceless record of history from the early 1900s until World War II.

ELECTRO-MECHANICAL

Electro-Mechanical

General Machine Shop (Upgrading) MACH 906A

Monday and Wednasday
1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course is designed specifically for those interested in upgrading their machine shop skills. Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and griding.

Start date:
February 13 to May 30/84

Fluid Power MECH 900

Saturday, 0900-1500 hrs.
Casa Loma Campus
30 hours
Faa: $35.00

This course is designed specifically for Mechanical Tradesmen who have grade 12 Mathematics
Instruction, demonstrations, lectures and assignments are given in industrial hydraulics and pneumatics applications and circuitry.

Start dates:
January 14 to February 11/84
March 24 to April 28/84

Mechanical Maintenance (Part III) MILL 900C

Monday and Tuesday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed specifically for those interested in the Advanced Millwright Apprentice program.
Instruction, lectures, demonstrations and assignments are given in the following:
Basic optical alignment, two plane balancing, basic hydraulic circuitry, design, components, pumps, valves, cylinders, pneumatics, gas laws, compressors, installation and maintenance. Practical work includes machine tool operating, pneumatic and hydraulic test panel, set-ups and optical assignments.
This course is a good review for those writing their C. of Q. examinations.

Start date:
March 12 to May 28/84

CNC Computer Numerical Control NC 900

Monday, 1800-2100 hrs.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed specifically for those people with a machining and grade 12 Mathematics background. This is a practical hands-on approach to programming, tape preparation, machine set-up and operation. Considerable process planning is also involved.

Start date:
February 13 to June 4/84

Numerical Control (APT Computer Programming) MACH 905

Saturday, 0900-1500 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: NC 900 or previous part programming experience.
This advanced Numerical Control is designed specifically for those people who have considerable manual programming experience.
Instruction and hands-on assignments are given in basic computer programming such as tool statements, geometry, motion, index's, macros and loop's.

Start date:
January 7 to March 10/84

CAD/CAM— Computer Aided Design Computer Aided Manufacturing MACH 909

Saturdays
0900-1500 hrs.
Casa Loma Campus
30 hrs.
Fee: $295.00

This low enrolment course is designed specifically for those people who have Numerical Control Computer programming background. Instruction, demonstrations and lectures are given in all basic aspects of CAD and CAM. The student will develop his own level of competency through the hands-on approach.

Start dates:
January 7 to February 4/84
February 11 to March 10/84
March 17 to April 14/84

Welding I WELD 900

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ability to understand English well enough to absorb instruction
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes; arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start dates:
January 10 to March 15/84
March 20 to May 29/84

Welding II WELD 901

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: WELD 900 or equivalent experience
Course Content: Theory of alternating and direct current; polarity, shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start dates:
January 10 to March 15/84
March 20 to May 29/84

Welding III WELD 907

Tuesday and Thursday (Winter)
1830-2130 hrs.
Monday and Wednesday (Spring)
1830-2130
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings, electrode operating characteristics, control of weld faults, set-up and adjustment of machine controls; techniques required for "all position" welding; control of distortion, testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints. Cellulose and low hydrogen electrodes will be used.

Start dates:
January 10 to March 15/84
March 19 to May 28/84

Welding Pra-Certification (M.C.C.R.) WELD 903

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials $145.00

Prerequisie: WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators; codes, practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from butt welds in all positions
Note: At the termination of this course, a practical test for M.C.C.R certification may be arranged. An additional nominal fee is involved

Start dates:
January 10 to March 15/84
March 30 to May 24/84

ELECTRO-MECHANICAL

Welding—Pipe—Uphill (GTAW/SMAW) WELD 906

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $285.00

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe; recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTAW equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course a practical test of M.C.C.R certification may be arranged. An additional nominal fee is involved

Start date:
March 19 to May 28/84

Welding Ornamentel Metalwork WELD 909

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start date:
March 20 to May 24/84

Welding Aluminium and Stainless Steal (GTAW/GMAW) WELD 910

Tuesday and Thursday
1830-2130 hrs.
Casa Lome Campus
60 hours
Fee: $65.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flow-meters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.
Note: This course does not include the welding of pipe.

Start date:
March 20 to May 24/84

Non-destructive Testing

The following Non-destructive Testing courses will be offered in cooperation with the Canadian Society for Non-destructive testing

(1) Classes normally operate between 6:30 p.m. and 9:30 p.m.

Ultrasonic Testing I TEST 900

Thursday, 1830-2130 hrs.
Casa Loma Campus
42 hours
Faa: $200.00

This is a basic course in ultrasonic testing which will be of particular interest to persons preparing to write the junior level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind ultrasonic testing.
Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.
Testbook, general dynamics manual, CT-6-4 "ultrasonic testing".

Start date:
February 9 to May 10/84

Eddy Currant Testing I TEST 901

Mondays
Casa Loma Campus

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing.

Start date:
1984

Test 901—Eddy Current Testing I will be offered on Monday evening if there is sufficient demand.
If additional information is required, contact:
Mr. G. Betts—967-1212,
Mr N. Godin c/o Foster Wheeler Ltd
P.O. Box 3007, St. Catharines, Ont., L2R 7B7
Telephone—(416) 688-5192

Ultrasonic Testing II TEST 902

Thursday, 1830-2130 hrs.
Casa Loma Campus
42 hours
Fee: $200.00

Prerequisite: Ultrasonic Testing I or Certification by the Canadian Government Specification Board at the Junior Level in Ultrasonics or equivalent experience satisfactory to the instructor
This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing"

Start date:
February 9 to May 10/84

Industrial Radiography I TEST 903

Wednesday, 1830-2130 hrs.
Casa Loma Campus
48 hours
Fee: $250.00

This is a course directed to the radiographer who is preparing to write the junior Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length, of light; generation of x-rays and gamma rays; mathematics of radiography—inverse square law, law of reciprocity; radiographic sensitivity—definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection—federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Textbook: General dynamics manual CT-0-6 "Radiographic Testing"

Start date:
February 8 to May 23/84

Industrial Radiography II TEST 904

Wednesday, 1830-2130 hrs.
Casa Loma Campus
48 hours
Fee: $250.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Start date:
February 8 to May 23/84

ELECTRO-MECHANICAL

Liquid Penetrant & Magnetic Particle (LPI/MPI) TEST 907

Tuesday, 1830-2130
Casa Loma Campus
48 hours
Fee: $250.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing-equipment.
Course Content: Liquid Penetrant—N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indication.
Course Content: Magnetic particle inspection—principles of magnets and magnetic fields, magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.
Testbook: General dynamics manuals CT-6-3 "Liquid Penetrant Testing", and CT-6-3 "Magnetic Particles Testing"

Start date:
February 7 to May 22/84

Electrical Apprentica Raview EL 900

Mondey and Wednesday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Materials: $5.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start dates:
January 16 to March 21/84
April 2 to Juna 6/84

Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Tuasday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Start date:
February 7 to April 12/84

Electrical Construction and Maintenance I EL 907

Monday and Wednasday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Meterials: $5.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro electric Power Commission Regulations.

Start date:
January 30 to April 4/84

Electricel Construction and Maintenance II EL 908

Tuesday and Thursday,
1830-2130 hrs.
Casa Lome Campus
60 hours
Fae: $65.00
Materials: $5.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Start date:
Farbruary 7 to April 12/84

Electrical Construction and Maintenance III EL 909

Tuasday end Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Matarials: $5.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations.

Start date:
February 7 to April 12/84

Industrial Electronic Controls (Part II) EL 911

Tuasday and Thursday,
1830-2130 hrs.
Case Loma Campus
72 hours
Fee: $77.00
Materials: $8.00

Prerequisite: EL 910 or equivalent. A good knowledge of Algebra is required
Course deals in more depth with devices discussed in EL 910 utilizing a combination of devices in more complete circuits.
Course Content: Calculations of circuit components and selection of solid state devices, using data sheets for circuits such as: filtered power supplies, regulated power supplies, transistor circuits, DC. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, unjunction transistors and thyristors Theory and shop.

Start date:
January 31 to April 19/84

Industrial Electronic Part IV EL 913

Monday and Wednesday,
1830-2130 hrs.
Case Loma Campus
60 hours
Fee: $65.00
Matarials: $5.00

Prerequisite: EL 912 or equivalent. Advanced digital circuit and applications in industrial control systems. Introduction to micro processors and basic micro processor programming. Introduction to programmable of programmable controllers. Theory and shop.

Start date:
January 30 to April 4/84

Electrical Pre Exam EL 950

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Matarials: $5.00

Prerequisite: Designed for journeymen who are seeking inter-provincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Start dates:
Janulery 16 to March 21/84
April 2 to June 6/84

Electronic Fundamentals (Part I) ELTC 900

Monday and Wednesday
1900-2200 hrs.
St. Jamas Campus
60 hours
Fee: $60.00
Laboratory fae: $20.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law, AC source, vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Start date:
January 9 to March 14/84

Electronic Fundamentals (Part II) ELTC 901

Tuesday and Thursday,
1900-2200 hrs.
St. James Campus
60 hours
Fee $60.00
Laboratory fee: $20.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies, electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semi-conductors, diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers coupling methods, power amplifiers, transistor oscillators; FET, UJT semiconductors data sheets.

Start date:
January 3 to Merch 15/84

ELECTRO-MECHANICAL

Electronic Fundamantals (Part III) Radio **ELTC 902**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Laboratory fee: $20.00

Prerequisite: Successful completion of ELTC 901
Course Content: Communications systems, amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers, servicing techniques; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits

Start date:
January 12 to May 24/84

Cable Television Practice (Basic) **ELTC 913A**

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00

Prerequisite: Recommendation of the employer
Introduction to TV sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction, clearance, safety, handling splices, tap off, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start date:
January 9 to May 21/84

Cable Television Practice (Advanced) **ELTC 9138**

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00

Prerequisite: Recommendation of employer.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends, b-directional CATV systems, computer applications in CATV, radiation problems and testing, microwave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Start date:
January 11 to May 23/84

Electronic Musical Instruments Service **ELTC 919**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00
Laboratory fee: $20.00

Prerequisite: A basic knowledge of electricity and electronics.
Course Content: Review of sound physics and acoustics; harmonic distortion—amplitude vs frequency distortion; Waveform analysis P complex waves, sine waves, square wave, saw tooth, odd harmonics vs even, etc musical frequencies, natural vs tempered scale, sine wave harmonic synthesis P corroborative mutation effects; synthesizer—block diagrams; organ tone generators, keyed oscillators, master oscillator P frequency divider, keying and switching principles; timbre or tone forming principles; filters—active vs passive filters; percussion definition—sologating percussion—touch-response percussion; neon gating and switching; vibrato and tremolo principles; power supplies—regulation—power amplifiers, installation considerations; entertainment organ design

Start date:
January 10 to May 22/84

Fibre Optics in Communications **ELTC 924**

Tuesday, 1830-2130
St. James Campus
30 hours
Fee: $30.00
Materials: $25.00 (not including text books, if raquired)

The optical fibre, types of fibre, types of cables, propogation through fibres mode studies within fibres, numerical aperture, attenuation, bandwith: joining fibres, cleaving, polishing and cut end, couplers and connectors, splicing fibres: optical time domain reflectometer: electrical optical sources, Led and Lased diodes, coupling, power output, frequency characteristics: photo detectors, types, advantages, applications, coupling: system and circuit considerations

Start date:
January 10 to March 13/84

Note: Where required for a course, cost of text books will be extra

Digital & Microprocessor Techniques

The ELECTRO-MECHANICAL DIVISION is offering a part time Certificate Program in DIGITAL & MICROPROCESSOR TECHNIQUES

This program comprises of six (6) compulsory courses and three (3) elective courses. The program is designed for those who wish to obtain a working knowledge of microprocessors. It will be of particular interest to Electronic Technicians. However, anyone holding a Secondary School Diploma with Grade XII Math and English (or equivalent) with a background of basic electronics and transistors will be able to register.

Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other Institutions. For students proceeding to a Certificate, the College grading system will apply.

TOTAL NUMBER OF COURSES:
6 COMPULSORY; 3 ELECTIVE

COMPULSORY COURSES
ELTC925
Digital Principles
ELTC926
Digital Principles Advanced
ELTC927
Troubleshooting Digital Circuits.
ELTC928
Introduction to Microprocessors and Microcomputers.
ELTC929
Principles of Microcomputer Interfacing
ELTC930
Troubleshooting Microprocessor based systems

ELECTIVE COURSES
ELTC931
Interfacing Techniques Advanced.
ELTC932
Microcomputer Systems Software
ELTC933
Microcomputers in the Analogue World
ELTC934
Microcomputers and Process Control
ELTC935
Microcomputers in Industrial Control
ELTC936
Microcomputers and Data Communication.

Digitial Principles Compulsory **ELTC 925**

Tuesday
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Basic Electronics and Transitor Theory.
Course Content: Binary systems, binary codes; gates; flip flops; counters; serial and parallel registers; encoders; decoders. Theory will be reinforced by practical laboratory experiments
Equivalent: ELTC 906; ELTC 920.

Start dates:
January 10/84

Digital Principles (Advanced) Compulsory **ELTC 926**

Wednesday
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Digital Principles ELTC 925.
Course Content: Wired or, open collector and tri state logic; multiplexing; demultiplexing; digital comparators; adders, memory circuits, MSI & LSI; programmeable logic and gate arrays. Theory will be reinforced by practical laboratory experiments
Equivalent: ELTC 920

Start date:
January 11/84

Troubleshooting Digital Circuits Compulsory **ELTC 927**

Tuesday
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926 or Concurrent with ELTC926.
Course Content: Manufacturers specifications for TTL, CMOS, ECL. use of logic probe; current probe, oscilloscope; storage scope; theory will be reinforced by practical laboratory experiments; practical troubleshooting exercises on digital systems that include all levels of integrated circuits
Equivalent: None

Start date:
January 10/84

ELECTRO-MECHANICAL

Introduction to Microprocessors and Microcomputers **ELTC 928**
Compulsory

Tuesday (Winter)
Wednesday (Spring)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fea: $25.00

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926
Course Content: Microprocessor architecture: machine language programming, instruction sets; addressing modes; I/O programming; based on the MC6800 MPU. An optional lab fee deposit of $150.00 will remit the student home use of the MPU trainer for the duration of the course; of which $125.00 is refundable if the trainer is returned in working order. Theory will be reinforced by practical laboratory experiments
Equivalent: ELTC 906A; ELTC 917; ELTC 921; Certification Programme

Start dates:
January 10/84
March 28/84

Principles of Microcomputer Interfacing **ELTC 929**
Compulsory

Thursday
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fea: $25.00

Prerequisite: Introduction to Microprocessors/Microcomputers ELTC928.
Course Content: Components of an interface; tasks of an interface; programmed I/O; principles of programme interrupt; display multiplexing; keyboard scanning; writing a simple monitor programme; serial interfaces; uarts. Theory will be reinforced by practical laboratory experiments
Equivalent: ELTC 918

Start date:
January 12/84

Troubleshooting Microprocessor Basad Systems **ELTC 930**
Compulsory

Day to be Announced
1830-2130
St. James Campus
30 hours
Faa: $30.00
Material Fee: $25.00

Prerequisite: Trouble Shooting Digital Circuits ELTC927; Principles of Microcomputer Interfacing ELTC929
Course Content: Static testing techniques with the processor halted; dynamic testing techniques with processor running; in circuit emulation; logic analyzers; signature analysis Practical trouble shooting exercises on existing microcomputers
Equivalents: None

Start date:
To Be Announced.

Interfacing Techniques (Advanced) **ELTC 931**
Optional

Wednesday (Winter)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fea: $25.00

Prerequisite: Principles of Microcomputer Interfacing ELTC929
Course Content: Interfacing for video terminals; interfacing for cassette tape, floppy disks, and printers; interface standards, concepts of multi processing. Theory will be reinforced by practical laboratory experiments
Equivalents: None

Start date:
January 11/84

Microcomputer Systems Software **ELTC 932**
Optional

Monday (Winter)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Introduction to Microprocessors/Microcomputers ELTC928
Course Content: Components of a computer system; assembly language programming techniques; use of assembler/cross assembler; programme and system debugging techniques; high level language programming techniques Theory will be reinforced by practical laboratory experiments
Equivalents: None

Start date:
January 9/84

Microcomputers in the Analogue World **ELTC 933**
Optional

Thursday (Fall)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Principles of Microcomputer Interfacing ELTC929
Course Content: Analogue to digital conversion techniques principles of data acquisition; use of the microcomputer for data logging and analysis; intelligent plotters.
Equivalents: ELTC 923

Start date:
October 1984

Microcomputers and Process Control **ELTC 934**
Optional

Day to be Announcad
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Microcomputers in the Analogue World ELTC 933.
Course Content: Feedback control principles; on/off, proportional, proportional plus reset; proportional plus rate, programmeable controllers; transducers
Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Start date:
To Be Announced.

Microcomputers in Industrial Control **ELTC 935**
Optional

Day: To be Announced
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Microcomputers in the Analogue World ELTC933.
Course Content: Programmable controllers; servomechanisms; motor controls; photoelectric controls; principles of numerical control; robotics Theory will be reinforced by practical laboratory experiments
Equivalents None

Start date:
To Be Announced.

Microcomputers and Data Communication **ELTC936**
Optional

Wednesday (Spring)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Principles of Microcomputer Interfacing ELTC929
Course Content: Principles of data communication, base band system principles; digital modulation ASK, FSK, and PSK; error control coding; local area network service (LANS).
Equivalents None

Start date:
March 28/84

Ernest Hemingway (1899 - 1961)
He won the 1954 Nobel Prize for literature. His style was to influence a generation of writers.

ENGLISH AND LIBERAL STUDIES

English and Liberal Studies

Acadamic Upgrading/College Praparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship. Vocational training and two-year diploma programs offered at Colleges of Applied arts and Technology.

Pre-Upgrading **ENG 930**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 4 or equivalent. For student who does not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Start date:
Jenuery 17 to May 8/84

English Upgrading 8 **ENG 906**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start dete:
January 17 to Mey 8/84

English Upgrading 9 **ENG 907**

Tuesday, 1900-2200 hrs.
Cese Lome Campus
50 hours
Fee: $40.00

Prerequisite: ENG 906 or equivalent
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation Spelling Vocabulary development. Reading Group teaching techniques will be used as well as individualized instruction

Start date:
Januery 17 to May 8/84

English Upgrading 10 **ENG 908**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Start date:
January 17 to May 8/84

English Upgrading 11 **ENG 909**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 English or ENG 908
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the english language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature

Start dete:
January 16 to March 22/84

English Upgrading 12 **ENG 910**

Monday end Wednesdey
1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $40.00

Prerequisite: Grade 11 English or ENG 909
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work, listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start date:
January 16 to March 22/84

Language and Communication I **ELS 160**

Tuesday 1600-1900 hrs.
Casa Loma or
St. James Campus
45 hours
Fee: $50.00

Course Content: This course is restricted to post-secondary students enrolled at George Brown College ELS 160 is intended as a make-up course for students who do not obtain a passing grade in English 141, English 101, English 126, English 142, English 144, and will satisfy program requirements for most first semester post-secondary language and communication courses.
Emphasis is on clear, concise technical and business writing with minimal grammatical and usage errors. The use of headings, numbering systems and spacing information "packages" will be emphasized in a variety of technical and business writing assignmens.

Start date:
January 17 to April 24/84

Academic Upgrading/ College Preparatory

For Mathematics and Science Upgrading courses see the Math & Science section.

Mathematics Upgrading 8	MATH 906
Mathematics Upgrading 9	MATH 907
Mathematics Upgrading 10	MATH 908
Mathematics Upgrading 11	MATH 909
Mathematics Upgrading 12	MATH 910
Biology	BIO 900
Chemistry	CHEM 900

Pre-Technical Program

For English and Liberal Studies courses in the Pre-Technology program see the Mathematics and Science section.

Pre-Health Program

For English and Liberal Studies courses in the Pre-Health program see the Mathematics and Science section

Business Communications

Business Communication **ELS 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: Grade 12 or equivalent. This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It will include the planning and preparation of business reports, both formal and informal; the effective presentation of financial information. Students will be taught to write correspondence that is clear, concise and emphatic. Business correspondence to be stressed includes request, claim, adjustment, credit and collection letters. Sales, public relations and social business letters will also be covered.

Start dates:
January 11 to April 11/84
April 25 to July 25/84

English and the Business World **ENG 201X**

Tuesday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail. English 201X is one of the electives offered in the part-time programs of Accounting, and Business Management It is a compulsory course for The Secretarial Practice Program.

Start date
January 24 to April 24/84

ENGLISH AND LIBERAL STUDIES

Speaking with Confidence **ELS 809**

Wednesday, 1800-2200 hrs.
St. James Campus
30 hours
Fee: $60.00

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life.
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation, to turn panic into poise.
Class by class, you will see yourself improving, on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech; to increase your acting ability through playing a role in a mock murder trial.
Be one who says yes to life and leadership through Speaking with Confidence.

Start date:
January 25 to March 28/84

Creative Writing

Writing for Clarity and Impact **ELS 901**

Wednesday, 1900-2200 hrs.
St. James Campus
36 hours
Fee: $55.00

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. The instructor is a freelance writer living and working in Toronto.

Start date:
January 25 to March 28/84

Writing For Fun and Profit **ENG 919**

Thursday, 1900-2200 hrs.
St. James Campus
36 hours
Fee: $55.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.) fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.
This course does not guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer and former editor of the Globe and Mail.

Start date:
January 26 to April 12/84

English as Second Language

Learning to Read and Write in English (For Beginners) **LT 921**

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Registration:
January 9-12
May 14-17

Start dates:
January 23 to April 16/84
May 28 to August 27/84

Pre-Intermediate English **LT 813**

Monday and Wednesday or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Registration:
January 9-12
May 14-17

Start dates:
Jan. 23 or 24 to April 16 or 17/84
May 28 or 29 to Aug. 27 or 21/84

Intermediate English **LT 812**

Monday and Wednesday or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Registration:
2 weeks before start dates

Start dates:
Jan. 23, 24 to Apr. 16 or 17/84
May 28, 29 to Aug. 27 or 21/84

Advanced English for E.S.L. **LT 803**

Monday and Wednesday or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Registration:
January 9-12
May 14-17

Start dates:
Jan. 23, 24 to April 16 or 17/84
May 28, 29 to Aug 27 or 21/84

Advanced Conversational English for New Canadians (Advanced) **LT 818**

Monday and Wednesday
1900-2100 hrs.
College Campus
40 hours
Fee: $65.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar, therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Start dates:
January 23 to March 28/84
May 28 to August 8/84

ENGLISH AND LIBERAL STUDIES

Writing For Advanced Students of English As A Second Language **LT 819**

Monday 1900-2130 hrs.
Collega Campus
25 hours
Faa: $45.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Registration: 2 weeks befora start datas:

Start dates:
January 23 to March 26/84
May 28 to August 13/84

Language Tast Praparation **LT 916**

Monday and Wadnasday
Collega Campus
50 hours
Fee: $55.00

This course is designed for intermediate and advanced students of English As A Second Language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Registration:
January 9-12
May 14-17

Start dates:
January 23 to April 16/84
May 28 to August 27/84

English Pronunciation Part 1 **LT 917**

Tuesday, 1900-2100 hrs.
College Campus
20 hours
Faa: $25.00

This course is designed for students of English As A Second Language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammer.

Registration:
January 9-12
May 14-17

Start dates:
January 24 to March 27/84
May 29 to July 31/84

English Pronunciation Part 2 **LT 919**

Tuasday, 1900-2100 hrs.
Collega Campus
20 hours
Faa: $25.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Registration:
2 weeks before start datas.

Start dates:
January 24 to March 27/84
May 29 to July 31/84

English for Science and Tachnology **LT 922**

Tuesday and Thursday
1830-2130 hrs.
College Campus
80 hours
Faa: $115.00

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Registration:
January 9 to 12
May 14 to 17

Start dates:
January 24 to April 24/84
May 29 to August 28/84

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults **LT 912**

Monday and Wednesday
1915-2115 hrs.
Collage Campus
140 hours
Fee: $165.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday **evenings,** and a two-part practicum **during the day.**
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing.
In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please phone 967-1212 Sophie Pandi. Applicants will be accepted on the basis of a personal interview.

Start date:
Saptamber 17, 1984

French Language Training

George Brown offers French as a second language training at two of its downtown locations. Placement interviews before starting dates will insure that students start out at the appropriate level.

The principal aim of the courses is to develop conversational skills. Attention will also be given to other language skills (reading, writing and comprehension) as needed. Good pronunciation will be stressed at all levels.

BASIC LEVEL COURSES
Students will learn how to introduce themselves and others, give information about themselves (addresses, phone numbers etc.), greet people, ask and give simple directions, count, tell time, speak in simple sentences and give affirmative and negative responses. Basic vocabulary will permit students to talk about places, things, work, the weather, and dates.

INTERMEDIATE LEVEL COURSES:
Students will learn how to express opinions and give instructions. They will be able to tell a simple story or make a simple presentation about themselves, their family, friends, feelings, preferences, possessions, etc. They will be able to report on what someone else has said. Simple units of communicative activities of special interest to individual class members will be covered.

ADVANCED LEVEL COURSES
Students will be able to converse with others about their special interests. They will be able to describe complex events that happened in the past, discuss the distant future, and make nuanced comparisons. At this stage they will be encouraged to discuss international and Canadian current events and take full advantage of the Francophone activities available in Toronto.

Franch for Lunch **LT 821**

Lavel 1A Tuesday and Thursday
1200-1300 hrs.

Lavel 1B Tuesday and Thursday
1300-1400 hrs.

Lavel II Monday and Wednesday
1200-1300 hrs.

Lavel III Monday and Wednesday
1300-1400 hrs.

St. James Campus (200 King Street East-east of Jarvis)
20 hours
Fee $30.00

Start dates:
January 9 to March 15/84
March 26 to May 31/84
June 11 to August 16/84

Placement interviews Room 429:
January 3-4/84
1200-1400 hrs.
March 12-13/84
Juna 4-5/84

ENGLISH AND LIBERAL STUDIES

Speaking French LT 804
(all levels):

Tuesday and Thursday
1900-2100 hrs.
College Campus (507 College Street-west of Bathurst)
50 hours
Fee: $75.00

Starting dates:
January 24 to April 17/84
May 29 to August 21/84

Placement interviews for the College Street Speaking French classes will take place in room 101 from 1700 to 1830 on the following dates:
January 9-12/84
May 14-17/84

Speaking French LT 805
(all levels):

Monday or Wednesday,
1815-2115 hrs.
St. James Campus (200 King Street East-east of Jarvis)
36 hours
Fee: $50.00

Start dates:
Jen. 23 or 25 to April 9 or 11/84
May 28 or 30 to Aug. 13 or 15/84

Placement interviews for the St. James Speaking French classes will take place in room 429 from 1700-1830 on the following dates:
January 9-12/84
May 14-17/84

Vivre en Français
à Toronto LT 925

C'est un cours qui permet aux anglophones torontois ayant un niveau très avancé de communiquer régulièrement en Français à leur niveau tout en prenant contact avec les ressources francophones de Toronto
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto, les média d'information et la participation très active des apprenants, tout cela en fonction des besoins exprimés par les apprenants en début de cours

Wednesday, 1930-2130 hrs.
St. James Campus (King Street East-east of Jarvis)
22 hours
Fee: $35.00

Start dates:
January 11 to March 21/84
September 1984

Maitrise du
Francais Ecrit LT 822

Ce cours aide les apprenants à comprendre globalement et en détail des textes écrits en langue courante ou spécialisée, en vue d'une analyse ou d'une prise de décision.
Le travail fait dans ce cours amène l'apprenant à rédiger clairement, correctement et avec concision divers types de lettres, des notes de service, des ordres du jour, des procès-verbaux, des messages téléphoniques, des rapports ou tout autre type de texte écrit se rapportant à son travail
Ce cours comprend une révision des règles de la grammaire française

mardi et jeudi
19h00-21h00
50 heures
Campus St-James
(200 rue King est-à l'est Jervis)
50 heures
Coût: 75$

Dates du début du cours:
du 10 janvier-au 3 avril/84
du 10 avril-au 10 juillet/84

Introduction a le
TRADUCTION DANS LES
LANGUES OFFICIELLES LT 823

Ce cours invite les apprenants bilingues aux techniques nouvelles de la traduction et développe une approche pratique dans différents domaines. A l'aide d'une étude approfondie du vocabulaire, de la grammaire et de la stylistique, ce cours met l'accent sur des thèmes aussi nombreux que variés: littéraire, scientifique, publicitaire, économique, financier, bancaire, etc. Le cour, traite également des thèmes et des versions.
Ce cours ne forme pas de traducteurs professionnels

lundi
18h15-21h15
Campus St-James
(200 rue King est-à l'est de Jarvis)
36 heures
Coût: 50$
Matérial: 10$

Dates du cours:
du 9 janvier-au 26 mars/84
du 9 avril-au 25 juin/84

Traitement de textes WORD 900
La Dactylographie
en Français TYP 906
(Niveau débutant)
See the Business &
Commerce Section voir page 19

La haute cuisine chez vous
(Debutants) SP 732
See the Hospitality Section
voir page 67

La Réanimation Cardio-Pulmoneire
Premiers Soins CPR 904
See the Health Sciences Section
voir page 61

Le Progremmation sur Micro-
Ordinateur PRGM 925A
La Programmation sur Micro-
Ordinateur PRGM 935A
See the Math & Science Section
voir page 74

Italian

Italian Language
and Heritage
(Basic) LT 806A

Mondey and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts.

Registration:
2 weeks before start dates

Start dates:
January 23 to April 16/84
May 28 to August 27/84

Spanish

Spanish Language and
Heritage (Basic) LT 808A

Mondey end Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration:
January 9-12/84
May 14-17/84

Start dates:
January 23 to April 16/84
May 28 to August 27/84

Spanish Language end
Heritage (Intermediate) LT 808B

Mondey and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration:
Jenuery 9-12/84
May 14-17/84

Start dates:
Janiery 23 to April 16/84
May 28 to August 27/84

Spanish Language and
Heritage (Advanced) LT 808C

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration:
January 9-12/84
May 14-17/84

Start dates:
January 23 to April 16/84
May 28 to August 27/84

FASHION

James Family at Queen's Park - 1907
William James was an established society photographer who documented fashion of the day.

FASHION

Fashion Technology

Creative Fashion Design
Apparel Managamant

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment. They are also suitable for those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.
All courses listed below bearing code number in the one, two, three or four hundred series carry credits which can be used towards obtaining a two or three year diploma in specialized programs. Please contact the Dean or Chairman for details.

Apparel Construction I (Dressmaking Elementary) **DRES 141X**

Monday and Wednesday, or Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Start date:
Jan. 23 & 24 to March 28 & 29/84

Apparel Construction II (Dressmaking Intarmediate) **DRES 145X**

Monday and Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment fee: $15.00

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Start date:
January 24 to March 29/84

Apparel Construction III (Dressmaking Advanced) **DRES 151X**

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods the student will provide own material.

Start date:
January 24 to March 29/84

Apparel Pattern Drafting I (Elementary) **PAT 141X**

Monday and Wednesday, or Tuesday and Thursday, 1800-2100 hrs.
60 hours
Kensington Campus
Fee: $65.00
Equipment Faa: $15.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials.

Start dates:
Jan. 23 & 24 to March 28 & 29/84

Apparel Pattarn Drafting II (Intermediate) **PAT 143X**

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: Preferably PAT 141X or equivalent experience
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie Students to supply own materials.

Start date:
January 24 to March 27/84

Apparel Pattern Drafting III (Advanced) **PAT151X**

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipmant Fee: $15.00

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; crative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Start date:
January 24 to March 27/84

Tailoring (Ladies') **DRES 146X**

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipmant Fee: $15.00

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Start date:
January 24 to March 29/84

Fashion Illustration I (Elemantary) **PAT 144X**

Wednesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Start date:
January 25 to March 28/84

Fashion Illustration II (Intermediate) **PAT 154X**

Wednasday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: Preferably PAT 144X or equivalent experience.
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts. Students supply own materials.

Start date:
January 25 to March 28/84

Fur and Leather Dasign **FUR 545A**

Friday, 0800-1300 hrs.
Kensington Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: Experience in the industry.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Starts evary Thursday.

Fur Manufacturing Techniques (Elementary) **FUR 544X**

Monday, Tuasday, Wednesday and Friday
0800-1200 hrs.
Kensington Campus
84 hours
Fee: $89.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools.

Start: Every Monday

Leather Manufacturing Techniques **LTH 544A**

Tuesday, 0800-1200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Equipment Fee: $15.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools.

Starts every Tuesday

HOW SOON CAN YOU START

A FULL-TIME PROGRAM AT GEORGE BROWN COLLEGE?

JANUARY

– AND GRADUATE UP TO 1 YEAR EARLIER!

A FRESH START IN THE NEW YEAR...

You don't have to wait until September to start a full-time college program. At George Brown, you can start preparing for a new career in January.

We have the expert teachers and up-to-date facilities at our five downtown campuses that will help you get the job you want.

And that's not all.

Many of our January diploma programs run through the summer so you graduate up to a year earlier. We also offer a number of certificate programs that can get you ready for a new job in just a few weeks.

So why put it off? The sooner you come to George Brown, the sooner we can give you the training you need.

Look through the list of programs.

You'll see how George Brown can give you a fresh start in the New Year.

George Brown
The City College

GEORGE BROWN JANUARY PROGRAMS

DIPLOMA PROGRAMS

WATCHMAKING Starts: January 2 Length: 6 semesters Location: St. James Campus	Students are taught to repair any kind of watch, from Grandfather's gold-cased railway model to the latest quartz model. Small-business management and economics are also included.
CREATIVE FASHION Starts: January 2 Length: 4 semesters Location: Kensington Campus	Provides students with a thorough grounding in the apparel industry, including special emphasis on design and creation. Courses provide the necessary skills to take design from conception to consumer.
APPAREL MANAGEMENT Starts: January 2 Length: 4 semesters Location: Kensington Campus	Provides students with the basic skills needed to enter the apparel management field. Courses include management, marketing, and production co-ordination as well as hands-on experience in production processes.
TOOL MAKING TECHNICIAN Starts: January 2 Length: 4 semesters Location: Casa Loma Campus	Program includes gauge making, jig and figure building, plus tool and die making. Computer-aided design and manufacturing skills are also taught.
MECHANICAL ENGINEERING TECHNOLOGY Starts: January 23 Length: 6 semesters Location: Casa Loma Campus	Prepares students for a variety of positions in industry, developing and co-ordinating the manufacturing process. Students will encounter problems similar to those faced in today's industry and will learn the latest computer-aided design and manufacturing techniques.
ARCHITECTURAL TECHNICIAN – DRAFTING Starts: January 23 Length: 4 semesters Location: St. James Campus	Courses in the program include architectural drafting, rendering and surveying, leading to such positions as draftsperson, field supervisor, sales consultant or expeditor.
COMPUTER PROGRAMMER Starts: January 2 Length: 52 weeks Location: St. James Campus	Students will develop proficiency in analysis, design and control of computerized information systems. Graduates will be able to program in a number of languages.
BUSINESS ACCOUNTING Starts: March 5 Length: 52 weeks Location: St. James Campus	Prepares students for accounting careers in business, government and industry. Graduates may obtain advanced standing in some courses offered by the Certified General Accountants Association and the Society of Management Accountants.
BUSINESS ADMINISTRATION – DATA PROCESSING Starts: January 2 Length: 6 semesters Location: St. James Campus	Students study the theoretical and practical application of computers to business. The last two semesters allow students to build specialized knowledge with an emphasis on programming.
BUSINESS ADMINISTRATION – ACCOUNTING Starts: January 2 Length: 6 semesters Location: St. James Campus	Identical in content to Business Accounting for the first four semesters. In the last two semesters, students concentrate on accounting and finance with an eye to organizational development and planning.

SECRETARIAL ARTS Starts: January 2 Length: 4 semesters Location: St. James Campus	Prepares students for a position in today's modern office. Courses include keyboarding, word-processing, shorthand and transcription. Students may opt to specialize in executive or legal secretarial fields.
WORD PROCESSING Starts: January 2 Length: 4 semesters Location: St. James Campus	Emphasizes training on the latest video-display text editing systems. Students are prepared, following this course, to accept word processing positons in a modern, integrated electronic office.
COURT REPORTING – MACHINE SHORTHAND Starts: January 2 Length: 4 semesters Location: St. James Campus	Prepares students for careers involving the reporting of court proceedings and positions in special examiners' offices or other government bodies. Graduates in verbatim reporting will be able to write the Chartered Shorthand Reporters Association exam.

CERTIFICATE PROGRAMS

PRE-TECHNOLOGY Starts: January 9 Length: 2 semesters Location: Casa Loma Campus	Provides students with a technology background that permits entrance into other George Brown programs. Courses include computer studies, mathematics, drafting, electronics, chemistry, physics, English, and machine shop.
CAREER STARTER Starts: January 16 Length: 34 weeks Location: St. James Campus	Prepares students for work or further study with a variety of subjects preparing them for the current job market. Courses include computer literacy, business, English, mathematics, clerical skills and personal development.
PRE-HEALTH Starts: January 2 Length: 16 weeks Location: St. James Campus	Prepares students to enter post-secondary health programs. Courses include biology, chemistry, physics, mathematics, English, sociology and human relations.
BARTENDING Starts: January 9 Length: 15 weeks Location: Kensington Campus	Students gain practical experience in George Brown's 22-station mixology laboratory, while courses in psychology and accounting provide a useful management background.
HOTEL FRONT OFFICE Starts: January 9 Length: 12 weeks Location: Kensington Campus	An intensive program that prepares the student for a position as a front office receptionist in a hotel. Courses include front office procedures and operations, law, computer orientation, communications, mathematics and typing.
HEALTH CARE AIDE Starts: January 9 Length: 16 weeks Location: Nightingale Campus	Provides basic training for those who wish to work with patients in long-term or chronic-care facilities. Courses cover communications, biological and emotional needs.
PRE-SECRETARIAL Starts: January 2 Length: 1 semester Location: St. James Campus	Provides a student with the skills needed to continue training for a career as a secretary. Subjects include English, mathematics and typing.
PRE-BUSINESS Starts: January 9 Length: 1 semester Location: St. James Campus	Provides students with the basic academic skills needed to pursue further study in business subjects, with emphasis on English and mathematics. Some orientation in business will be offered.

HOW TO APPLY TO GEORGE BROWN COLLEGE

DIPLOMA PROGRAMS

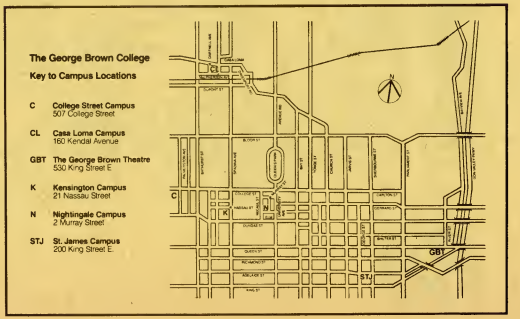
Simply drop by **any** of our downtown campuses and pick up an application at the Admissions Office. George Brown personnel will be happy to advise you on admission requirements and application procedures.

CERTIFICATE PROGRAMS

Drop by the downtown campus location referred to in the program description. Admissions Office staff will give you an application form and any help you may require.

CAMPUS LOCATIONS:

St. James Campus Admissions Office Open:	200 King St. E. 8 am – 7:30 pm 8 am – 4:00 pm	Mon.-Thurs. Friday
Casa Loma Campus Admissions Office Open:	160 Kendal Avenue 7:30 am – 7:30 pm 7:30 am – 4:30 pm	Mon.-Thurs. Friday
Kensington Campus Admissions Office Open:	21 Nassau St. 7:30 am – 7:30 pm 7:30 am – 4:30 pm	Mon.-Thurs. Friday
Nightingale Campus Admissions Office Open:	2 Murray St. 8:30 am – 1 pm 4:30 pm – 7 pm	Mon., Wed., Fri. Tues. & Thurs.
College Street Campus Admissions Office Open:	507 College St. 8:00 am – 4:30 pm	Mon.-Fri.



IF YOU DIDN'T FIND THE FULL-TIME JANUARY PROGRAM YOU WANT...

If you didn't find the full-time January diploma program you want, you will probably find it among the following list of two- and three-year programs beginning in September.

Health Sciences and Community Services Division
Fitness Instructor
Early Childhood Education
Activation Co-ordinator
Child Care Worker
Addiction Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Diploma Nursing
Refresher for the RN
Registered Nurse
- Critical Care Nursing
- Operating Room Nursing
- Neonatal Intensive Care

Chiropody

Architectural Technology Division
Civil Engineering Technician
Construction Engineering – Management
Mechanical Engineering
- Machine Design
- Tool Design

Stationary Power Plant Engineering
Air Conditioning – Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician – Drafting

Business Division
Business General
- Accounting
- Data Processing
- Marketing

Business General
Physical Distribution
Business Administration
- Accounting
- Data Processing
- Marketing

Computer Programmer
Business Diploma – Insurance
Property Management – Residential
Residential Construction Management
Retail Management
Sales
Secretarial Arts – General
Office Systems Administration
Secretarial Arts – Legal
Court Reporting
- Shorthand
- Stenomask

Executive Receptionist
Medical Dicta-Typist
Secretarial Arts
- Word Processing
- Word Processing Operator
- Word Processing – Legal

Electro-Mechanical Division
Welding Specialist
Instrumentation Engineering Technician – Industrial
Instrumentation Engineering Technology – Industrial
Electronics Engineering
- Technology
- Technician

Electrical Engineering
- Technology
- Technician
- Technician – Design

Mechanical Engineering Technician
- Toolmaking
- Drafting Design

English and Liberal Arts Division
Dance Training
Theatre Arts

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gem Setting
Commercial Ceramics
Hand Engraving
Watchmaking
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

Mathematics and Science Division
Energy Conversion Technology

We also have more than 60 shorter certificate programs offered throughout the year in: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training.

For more information, call **967-1212** and ask for Information Services.

George Brown

The City College

Serger Machine — SEW 542X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Starts every Monday

Blind Stitch Machine — SEW 543X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Monday

Button-Hole and Button Sewer Machine — SEW 544X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: How to use buttonhole and button sewer as used in Ontario apparel plants.

Starts every Monday

Window and retail Display — DISP 900

Monday and Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Equipment Fee: $10.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Start detes:
January 23 to Merch 28/84

Furniture and Furnishings

Furniture Finishing — FURN 103X

Mondey end Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Stert dete:
Janeury 23 to March 28/84

Restoration of Antiques — FASH 800

Monday, 1900-2200 hrs.
Casa Loma Cmepus
30 hours
Fee: $60.00
Materiels: $5.00

Course content: This course is designed to introduce the student to some theoretical and practical aspects of restoration of objects made of wood, glass, ceramics, silver, gold, ivory and textiles. Students are taught to use various adhesives, fillers and finishes. Problems posed by the object are first analysed and procedures for cleaning and restoration are then developed. Where necessary, maintenance and environmental control procedures are developed by the student and the teacher.

Stert dete:
January 23 to March 26/84

Furniture Upholstery I — FURN 104X

Monday and Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling. Students supply own materials.

Start date:
Janeury 23 to March 28/84

Knitting by Mechine Besic — CFT 900

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and flaire-isie techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing.

Start dete:
Janeury 24 to March 27/84

Knitting by Machine Intermediate — CFT 901

Monday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment fee: $15.00

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (1/2 size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Stert dete:
Janeury 23 to March 26/84

Knitting by Machine Advanced — CFT 902

Wednesdey, 1800-2100 hrs.
Kensington Cempus
30 hours
Fee: $35.00
Equipment fee: $15.00

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates would be able to find employment in the knitting industry.

Start date:
Janeury 25 to Merch 28/84

Grading Techniques For Apperel Industry Elementery — PAT 900

Monday or Tuesday
1800-2100 hrs.
Kensington Campus
30 hours
Fee: $45.00

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Start detes:
Jen. 23 & 24 to March 28 & 29/84

Hairdressing and Grooming

Hairdressing for Barbers — BARB 901

Tuesday and Thursday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $85.00
Meteriels: $35.00

Prerequisite: Ontario Certificate of Qualification in Barbering.
Course Content: Basic ladies hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave permanent waving and tinting.

Start dete:
January 24 to March 29/84

Berbering for Heirdressers — BARB 902

Monday and Wednesday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $65.00
Meteriels: $20.00

Prerequisite: Ontario Certificate of Qualification in hairdressing.
Course Content: Practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Stert dete:
Janeury 23 to Merch 28/84

Ceramics

Basic Ceramics **CER 900**

Saturday, 0900-1200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Materials: $25.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Start dates:
January 21 to March 10/84
April 7 to June 9/84

Ceramics 1 **CER 101X**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Start dates:
January 23 to March 28/84
April 9 to June 13/84

Ceramics 2 **CER 151X**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start date:
January 23 to March 28/84

Ceramics 3 **CER 201X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Start date:
April 10 to June 14/84

Watchmaking/Jewellery

Watchmaking/Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in Upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards obtaining a two year or three year diploma in specialized programs. Please contact the Dean or Chairman for details.

Jewellery (Refresher — Introduction) **JWL 160D**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery. Students supply own materials.

Start date:
March 21 to May 23/84

Jewellery — Beginners (Casting — Refresher) **JWL 160E**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160B
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Start date:
March 20 to May 22/84

Jewellery (Refresher — Intermediate) **JWL 160F**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160C.
Course Content: review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques.
Students to supply own materials.

Start date:
March 21 to May 23/84

Gem Setting (Refresher) **JWL 162D**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 162X.
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date:
March 20 to May 22/84

Jewellery Making (Refresher) (Silversmithing) **JWL 164D**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start date:
March 20 to May 5/84

Jewellery Making (Refresher) (Enamelling) **ENA 170D**

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $10.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials
Note. 12 students per class. (Additional classes will be formed as numbers warrant).

Start date:
March 12 to May 14/84

Jewellery — Advanced (Refresher) **JWL 260C**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start date:
March 20 to May 22/84

Jewellery Design (Refresher) **DES 169D**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: DES 169X
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Start date:
March 20 to May 22/84

Gemmology I (Refresher) **GEM 168**

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $10.00

Course Prerequisite: GEM 167X
This course is designed for students who have taken GEM 167X and wish to reinforce their knowledge in the area covered. This will better prepare them for intermediate and advanced studies.
Course content: Review of more difficult topics in cuts, shapes, colours and basic physical properties of gems. Work with instruments.

Start date:
March 19 to May 21/84

Clock Repairing Skills **WACH 901**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Material fee: $20.00

Prerequisite: Current employment in the watchmaking industry or hobby.
Course Content: This program is designed to teach beginners the skills needed to perform basic repair on clocks. The student will learn to operate the watchmakers lathe to make bushings, repivot wheels, refinish pivots and bearings and make screws, rivets and other simple repairs.

Start date:
January 24 to June 5/84

Basic Clock Repairing **WACH 903**

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $20.00

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking mechanism. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as needed.

Start date:
February 21 to April 24/84

Quartz Watch Servicing **WACH 906**

Monday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Equipment Fee: $20.00

Prerequisite: Ontario Certificate of Qualification in Watch Repairing
Course Content: Basic electricity and electronics as applied to watches. Use of electronic testing equipment for analysis and adjustment. The student will learn the theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays. He or she will also learn micro soldering and replacing of components such as quartz crystal, capacitors, etc. Several modern type movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting. The students will also learn to replace case components.

Start date:
January 23 to April 30/84

Gordon Sinclair
He is seen here as a dashing young reporter in 1932 after a trip to India and before becoming broadcaster "extraordinaire".

GENERAL INTEREST

Automotive

Know Your Car **CAR 802**

Thursday, 1830-2130 hrs.
College Campus
18 hours
Fee: $60.00

In today's fast moving world a broken down car can be very expensive as well as dangerous. The content of this six week course is designed to help prevent breakdowns or failing that, what to do in case of an emergency. How to deal with a dead battery, a flooded engine, a simple flat tire or even replacing your own wiper blades to save money will be discussed in a language that you will understand. All major trouble spots of a car cooling system, fuel system, lubrication system and electrical system will be broken down into small parts for inspection and explanations of "how and why" given so that even a novice will grasp it.
Demonstrations of changing your own oil, replacing a fan belt or radiator hose, cleaning battery connections to installing new anti-freeze or light bulbs will get you motivated
Dozens of tips on saving money or repairs or parts together with lengthening the life of your car.

Start date:
February 16 to April 12/84

Business

Effective Communication: Supervisors & Managers CE 890

Thursday, 1800-2100 hrs.
St. James Campus
12 hours
Fee: $45.00

This short course is designed for supervisors or first line managers who have recently been promoted, or wish to upgrade their communication skills. Techniques in such areas as non-verbal communication, listening, group effectiveness, and public speaking will be emphasized. Discussion topics will include setting communication goals, changing audience expectations, increasing productivity through communications and measuring effectiveness

Start dates:
February 7 to February 28/84
March 27 to April 17/84

Investment Strategies **CE 862**

Thursday, 1800-2100 hours
St. James Campus
24 hours
Fee: $60.00

Course Content: The student will be shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, mortgages and annuities; equity securities, such as preferred and common shares; mutual funds and other investments such as gold, foreign exchange and collections

Start date:
February 9 to March 29/84

Women in Management **CE 895**

Wednesday, 1700-1900 hours
St. James Campus
18 hours
Fee: $50.00

This course addresses the fundamental issues in the special context of the woman manager and the additional learning and adjustment she must make in order to succeed.
A woman must be more knowledgeable, more skilled and more sensitive to the organizational environment in which she works. But, the basic managerial skills of planning, supervision, decision-making and meeting performance objectives remains the same for men and women managers.

Start date:
February 8 to April 4/84

Disc Jockey
Part I **CE 803**

Wednesday
1900-2200 hrs.
St. James Campus
30 hours
Fee: $75.00

Course Content: This course will provide the participants with the expertise to operate electronic equipment effectively, to program music selections and to assess and cater to the desires of the group they are entertaining. Acquiring professional MC'ing style will be highlighted.

Start date:
February 8 to April 11/84

Developing An Effective Newsletter/Producing Small Business Publications
Part I **CES 801**
Part II **CES 802**

Saturday, 0930-1630 hours
St. James Campus
6 hours each
Fee: $25.00 (each part)

This is a short course in two parts for those who edit, write and produce small publications for companies, service groups, clubs and other organizations. The program is designed for those who are new to the tasks involved, those who are starting new publications, or those who wish to upgrade their present publication. The course is presented on two successive Saturdays and while persons may attend only one day, it is recommended they attend both.
On the first Saturday the emphasis is on editing and writing. Topics will include setting publication goals, developing stories, interviewing, writing and copy editing. On the following Saturday, the emphasis is on layout and production. Topics will include design principles, picture editing, layout techniques, production methods and dealing with suppliers. Discussion will be encouraged and publications of participants will be used for instruction where possible

Start dates:
Part I - Feb. 4, Feb. 18, Apr. 7, Apr. 21/84
Part II - Feb. 11, Feb. 25, Apr. 14, Apr. 28/84

Legal Awareness

Common Law, Marriage, Divorce — To Contract or Not to Contract **CE 889**

Tuesday, 1900-2200 hours
St. James Campus
3 hours
Fee: $10.00

Course Content: This course will discuss the advantages and disadvantages of entering into a legal contract between common law or marrying spouses. It will discuss the alternatives to entering into a contract and how to provide protection for child support, spousal support, and property ownership for both spouses. Examples of contracts will be discussed and recent case law on the area will be referred to.

Start date:
Feb. 21, March 13, March 27/84

Pastimes

Coin Collecting **CE 845**

Wednesday, 1930-2130 hrs.
Casa Loma Campus
20 hours
Fee: $50.00
Materials: $15.00

Course Content: Using a combination of lectures, slide presentations and guest speakers, participants will learn how to assess and grade the quality of rare coins, what to collect and what not to collect and the use of coin collecting as a hedge against inflation. There will also be a thorough discussion of numismatic history, coin photography and artistry.
The instructor, John Regitko, is the 1981 Chairman of the Canadian National Coin Club Association Convention and is consultant to the Canadian National Exhibition on coin exhibits.

Start date:
February 8 to April 11/84

How To Buy Antiques **CE 817**

Wednesday, 2000-2200 hrs.
Casa Loma Campus
12 hours
Fee: $35.00

Come and learn about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship. The instructor, Marion Heller, has studied extensively in England in the fine and decorative arts

Start dates:
February 1 to March 7/84
April 11 to May 16/84

Victorian Antiques **CES 808**

Thursday, 2000-2200 hours
Casa Loma Campus
8 hours
Fee: $30.00

Course Content: Learn how to identify antiques from the Victorian era. The different styles of furniture, china, glass, art work and other collectables of the period from 1830 to 1920 will be identified. This course will include a visit to an antique shop to view the antiques you have been learning about.

Start date:
February 2 to February 23/84

GENERAL INTEREST

Herbs and Herbal Remedies **CE 865**

Thursday, 2000-2200 hrs.
Casa Loma Campus
20 hours
Fee: $50.00

This course will introduce participants to the hundreds of herbs, their history and modern medicine's reliance on herbal cures, the effects of herbal groups on the body, and their use as preventative and curative agents. The legislation appertaining to herbs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of the world of herbs and herbal remedies.

Start data:
February 2 to April 5/84

Sailing

Practical Coastal Navigation For The Yachtsman **CE 816**

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $60.00

Course content: This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature related to the topic will be discussed.

Start date:
January 23 to March 26/84

Celestial Navigation for the Yachtsman **CE 801**

Monday, 1900-2200
Casa Loma Campus
30 hours
Fee: $60.00
Materials: $3.00

Course Content: In this comprehensive navigation course for the yachtsman, participants will learn how to determine their position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course. A list of additional equipment may be obtained from the Continuing Education office at 967-1212, ext. 3242

Start date:
February 6 to April 9/84

Lifestyles

Workshop for Singles **CE 885**

Saturday, 0900-1545 hrs.
St. James Campus
Fee: $50.00

Do you wish to do more than just survive? Get in the swing of things by meeting new friends and at the same time lean new skills. You will have the opportunity of attending one workshop in the morning and two in the afternoon. Topics will include:
Gain Confidence/How to Overcome Shyness
Howard Jones, of the Ontario Human Rights Commission who does Effective Speaking successfully for the College, will begin this workshop for you. He will teach the student to understand and then how to overcome his/her shyness. It will help him/her learn to relax and enjoy meeting new people with confidence.
Assertiveness and Motivation
Margaret Code who conducts workshops/seminars on staff training and development will show you how to become more assertive. How to express yourself in a direct and straight-forward way without denying your own personal responses or trampling on the rights of others. Using this new skill in a positive way, learn how to motivate yourself toward your goals.

Start date:
February 11/84

Toronto — What's Happening

How Toronto Grew **CE 852**

Thursday, 1930-2130 hrs.
St. James Campus
10 hours
Fee: $40.00

Course Content: In this sesquicentennial year learn how from the beginning the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course the City's development will be treated in four stages: the colonial city (1793-1850), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present).
At each stage the city's buildings, economy, contributing social groups and townscape will be considered. The lectures will be illustrated by slides, maps, and photographs. Students will participate in group discussion and basic research exercises. Gunter Gad is Associate Professor of Geography at the University of Toronto and past chairman of its Urban Studies Program.

Start date:
February 9 to March 8/84

The Military of York **CES 807**

Tuesday, Thursday
1930-2200 hours
Fort York
15 hours
Fee: $50.00
Material Fee: $18.00 (entrance to Fort York grounds, payable at time of registration)

Course Content: Learn about the Military Units now active in Toronto by studying their historical background and how it influenced development of this area. Each class is conducted by an expert in the history of that particular unit with regards to major battles, uniforms, period, life-style of unit and involvement with York/Toronto and Upper Canada. There are demonstrations of various muskets and rifles and the appropriate drill. Each lecturer explains the current role of the unit that he is presenting.
For further information please call coordinator, Tom Arnold at 366-6127. Registration is at 200 King St. E.

Start date:
February 23 to March 29/84

War Games **CE 839**

Thursday, 1930-2200 hrs.
Register at St. James Campus
20 hours
Fee: $45.00
Material: $24.00 (Entrance to Fort York)

This course is offered in co-operation with Fort York. It will introduce the military history and technology of the Napoleonic Era. Participants will investigate the art of war as practiced and influenced by Napoleon. The major campaigns will be discussed as well as the organization, weapons and uniforms of the main armies. Activities will include a survey of a selection of the many simulation games covering this period, as well as an evaluation of their effectiveness in portraying Napoleonic warfare. For further information please call Coordinator, Tom Arnold at 366-6127.

Start date:
January 31 to March 20/84

Self Improvement

How To Make-Up Your Face **CE 868**

Saturday 1300-1600 hrs.
St. James Campus
12 hours
Fee: $40.00

Through the development of a personalized basic beauty routine each student will learn how to look their best. Topics include: contouring; colour theory; products; special needs from daytime to evening.

Start dates:
February 4 to February 25/84

Gain Confidence/ Overcome Shyness **CE 876**

Thursday, 1830-2130 hrs.
Kansington Campus
12 hours
Fee: $40.00

Howard Jones who does Effective Speaking has designed a new short program to help you understand and then how to overcome your shyness. He will show you how to relax and enjoy meeting new people with self confidence. You will learn new conversation skills and social graces.

Start date:
February 2 to February 23/84

Effective Speaking **CE 848**

Tuesday, 1830-2130 hrs.
Kensington Campus
24 hours
Fee: $55.00

Course Content: Participants will learn effective speaking and the tricks of addressing an audience. They will, throughout the course, deliver their own experimental, prepared and impromptu speeches, will practice the art of debating and how to motivate those whom they address. Participants will, through their newly established confidence in addressing an audience, become aware of greater ease in social encounters and will learn to "use" nerves as a means of maintaining spontaneity in all encounters and before all audience sizes.

Start date:
February 14 to April 3/84

Assertiveness Training **CE 824**

Wednesday, 1900-2100 hours
St. James Campus
16 hours
Fee: $45.00

Course Content: The assertive person is able to express herself in a direct and straight forward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature interaction — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be: every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Start dates:
February 1 to March 21/84
Juna 6 to July 25/84

GENERAL INTEREST

Today's Woman **CE 805**

Saturday, 1000-1600 hrs.
St. James Campus
Fee: $25.00

Style for the Toronto Woman means looking classically elegant and casually comfortable. This is a blend of high fashion, quality products, attention to detail and an essential underlying sense of physical well-being.
Today's Woman combines the ingredients in a program which emphasizes equally the way you look and the way you feel. Look at wardrobe planning, style trends, budgeting, accessories, and clothing care.
The program is unique — taught by Nancy Nielsen who writes a weekly column called "The Beauty Spot" for the Globe and Mail. As a freelance Fashion/Beauty writer and Fashion Co-ordinator, she has had her articles published in numerous Toronto area magazines. It will allow each participant to integrate the content into her lifestyle. It is offered as a practical learning experience and enjoyable tonic at the end of your week.

Start dates:
March 17/84
April 14/84

Managing Stress **CE 806**

Saturday 1000-1600 hrs.
St. James Campus
5 hours
Fee: $25.00

Take the first step. Learn how to understand stress, the cause and the cure. By eliminating unnecessary tensions you will function more efficiently, and enjoy life to its fullest.

Start dates:
February 4/84
March 17/84
March 31/84

Weekend Workshop **CE 898**

Saturday
0930-1230 hrs.
1330-1630 hrs.
St. James Campus
6 hours
Fee: $35.00

Take one morning class and one afternoon class from the following list of four courses.

0930-1230
Money Management

Learn how to start your own financial plan.

OR

Feeling Fabulous

How to look classically elegant and at the same time be casually comfortable.

1330-1630
Gain Confidence

Develop a plan of action, build your confidence.

OR

Make Up Your Face

Learn how to use cosmetics to create the most effective you.

Start dates:
June 9/84
June 23/84

You and Your Home

Condominiums **CE 869**

Saturday, 1000-1500 hrs.
St. James Campus
5 hours
Fee: $20.00
Materials: $3.00

Before you buy explore the multi-faceted condominium approach to living in Metropolitan Toronto; its various styles, the advantages and disadvantages; its differences in comparison to buying a single family dwelling. Topics covered will include: how to choose a good building, what is a good investment, financing, price ranges, co-operatives, and trends in the Metro area.

Start dates:
March 31/84
April 14/84

Renovating an Old Toronto House: Showcase or Shambles **CE 826**

Thursday, 1900-2100 hours
St. James Campus
8 hours
Fee: $30.00

Course Content: A layman's guide to the basics of home restoration and remodelling — the planning process, the probable costs, the practical limitations, (structural constraints, etc.), the approval procedure, the respective role of architects, designers and contractors, and some help in their selection, the question of contracts and deposits, expected completion times, possible disruptions, typical problem areas, the possibility of doing part of the work oneself, the final inspection and timing of payments. This course opens the door to the ins and outs of fixing up or adding to an older home, while keeping costs from going through the roof.

Start date:
February 23 to March 15/84

The Mortgage Market **CE 830**

Saturday
1030-1330 hrs.
St. James Campus
3 hours
Fee: $15.00
Materials: $2.00

Course Content: This three hour workshop will give the student a practical application and guide to understanding mortgages in today's market place. There will also be a thorough examination of the current mortgage market and a discussion of future trends in the mortgage financing field.

Start dates:
June 2/84

Leisure Activities

Exploring Toronto **CE 882**

Saturday
1000-1200 hrs.
St. James Campus
6 weeks
Fee: $45.00

Stroll through the skyscrapers and magnificent banking halls in the stone canyons of Canada's financial centre. Browse through the Bloor Street boutiques. View the clusters of beautiful turn-of-the-century warehouses and factories that have been restored and converted into theatres, shops, and restaurants. Get beyond the obvious tourist attractions and truly explore Toronto.

Start dates:
April 7 to May 12/84
May 19 to June 23/84

Bicycle Repair Clinic **CE 820**

Saturday
0900-1600 hrs.
St. James Campus
7 hours
Fee: $20.00

With bicycle repair rates at $15/hr. or more this may be the wisest $20 investment you make this year. 14 years and over or accompanied by a parent.
Bring your bike and lunch with you if you like!

Start dates:
May 5/84
May 26/84

Please call 967-1212, ext. 3242 for suggested tools.

General Fitness **FIT 800**

Monday and Thursday
1930-2030 hrs.
Casa Loma Campus
28 hours
Fee: $46.00

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Start dates:
January 9 to April 12/84
April 23 to Aug. 2/84

Bicycle Touring: The Ultimate Experience **CE 881**

Tuesday, 1900-2100 hrs.
St. James Campus
12 hours
Fee: $35.00

Course Content: Topics covered will include: equipment selection, travel gear, nutrition, physical conditioning, safety, trip planning, bicycle maintenance and the complete tool picture.

Start date:
April 10 to May 15/84

Yoga **YOGA 800**

Wednesday, 1900-2100 hrs.
Casa Loma Campus
24 hours
Fee: $42.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates:
January 11 to March 28/84
April 4 to Juna 20/84

GENERAL INTEREST

Tennis (Beginners) **TENN 800**

Friday, 1800-2000 hrs.
Kensington Campus
16 hours
Fee: $35.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork. Students are urged to register as early as possible.

Start dates:
January 13 to March 2/84
April 6 to June 1/84

Tennis (Intermediate) **TENN 802**

Wednesday, 1800-2000 hrs.
Kensington Campus
16 hours
Fee: $35.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport. Students are urged to register as early as possible.

Start dates:
January 11 to February 29/84
April 4 to May 23/84

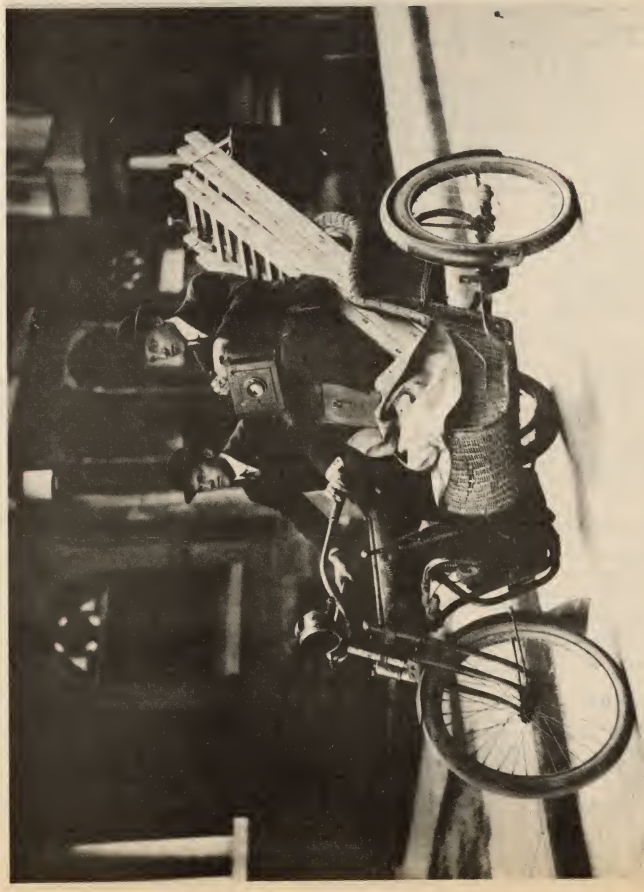
Tennis (Advanced) **TENN 804**

Wednesday 2000-2200 hrs.
Kensington Campus
16 hours
Fee: $35.00

Course Content: Advance your knowldge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy. Students are urged to register as early as possible.

Start dates:
January 11 to February 29/84
April 4 to May 23/84

GRAPHIC ARTS



Bill and Joe James (1912). They eventually joined their father, William Sr., in the photography business. The ladder was used to provide a better view of things.

GRAPHIC ARTS

Graphic Design Diploma Credit Courses

To accommodate the industry's needs, for your convenience, the Visual Arts Department now offers credit courses in the Graphic Design Extension Program. Therefore, credits obtained part-time are fully transferable to the full-time diploma program.

Courses will be offered in segments to equalize the hours per semester of the full-time program.

This evening program is equivalent to the two-year Graphic Design program which is formulated and organized to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.

All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates

Material Fee covers consumable supplies only

Graduates receive a diploma after completion of the program.

Phone the Visual Arts Department if you need more information regarding fees and registration.

Drawing Reseerch DRAW 120X

Two Semesters
Monday, 1825-2200 hrs.
St. James Campus
50 hours/semester

Using diversified subjects, drawing exercises will be carried out in various media with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Start date:
Jenuery 16 to April 16/84

Life Drawing LIFE 121X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Campus
50 hours/semester

A traditional approach to drawing based on the human figure. Understanding attitutdes, positions and movements using contour, gesture, diagramatic and progressive drawing

Start dete:
Jenuery 17 to April 17/84

Lettering LETT 122X

One Semester
Tuesdey, 1825-2200 hrs.
St. James Cempus
50 hours

A thorough exposure is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects

Start date:
January 17 to April 17/84

Design DES 123X

Two Semesters
Thursday, 1825-2200 hrs.
St. James Cempus
50 hours/semester

Two dimensional design will be taught in a frame of reference. Geometric and free shapes are arranged to produce contrast value and textures. Some basic advertising layouts will be executed

Start date:
January 19 to April 19/84

Science of Colour COLR 124X

Two Semesters
Wednesdey, 1825-2200 hours
St. James Cempus
50 hours/semester

An extensive study of the Munsell colour System will be made. Rendering a colour wheel and producing various colour combinations using this system. Colour value exercises will be carried out. History of art projects are also carried out in this course.

Start date:
January 18 to April 18/84

Graphic Reproduction Studies PRNT 125X

Two Semesters
Monday, 1825-2200 hrs.
St. James Cempus
50 hours/semester

Students will be introduced to printing technology and will be exposed to typesetting, camera & stripping, platemaking and the various methods involving the printing process.

Start dete:
Jenuery 16 to April 16/84

Mechenicels MECH 126X

One Semester
Tuesday, 1825-2200 hrs.
St. James Cempus
50 hours

The use of materials and equipment to produce geometrical drawings and mechanical artwork. The use of amberlith overlays and keyline methods for camera ready artwork. The operation of the stat camera.

Start dete:
Jenuery 17 to April 17/84

Illustration ILLS 128X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Cempus
50 hours/semester

The use of various commercial techniques. Concepts in books, magazines, newspapers and T.V. graphics. Mainly related to applied art but also encompassing personal picture making.

Start date:
January 17 to April 17/84

Typographical Design TYPO 129X

Two Semesters
Tuesdey, 1825-2200 hrs.
St. James Cempus
50 hours/semester

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type

Start dete:
Jenuery 17 to April 17/84

Studio Graphics STGR 130X

One Semester
Wednesdey, 1825-2200 hrs.
St. James Cempus
50 hours

Prerequisite: MECH 126X.
Under studio conditions, students will carry out camera ready artwork. Using these techniques additional design projects will be executed such as packaging and mock-ups of annual reports.

Start dete:
Jenuery 18 to April 18/84

Merker Rendering Techniques MRK 131X

One Semester
Monday, 1825-2200 hrs.
St. James Cempus
50 hours

An extensive study beginning with the correct use of, and the various methods of, handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Start date:
January 16 to April 16/84

Certificate Courses

Airbrush Techniques AIRB 901

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Material Fee: $35.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration.

Start date:
January 17 to April 17/84
Limited Enrollment

Advanced Photo-Retouching RETO 903

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Material Fee: $40.00

Prerequisite: Successful completion of Photo-Retouching (RETO 902) or permission of the instructor based on equivalent experience. Students work with photo dyes in both black and white and colour. Highlighting and blending exercises are carried out along with more detailed retouching techniques.

Start dates:
January 18 to April 18/84
Limited Enrollment

GRAPHIC ARTS

Certooning CART 808

Wednesdey, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start dete:
January 18 to April 18/84

Advertising Design Besic ADES 900

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $55.00
Materiels: $25.00

Prerequisite: Interest in art
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups and colour separation by amberlith overlays.

Start detes:
January 18 to April 18/84

Advertising Design Advenced ADES 902

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materiels: $25.00

Prerequisite: Advertising Design Basic ADES 900 or equivalent qualifications or experience in a related field
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start dete:
Jenuery 16 to April 16/84

Screen Printing

Screen Printing (Besic) SP 901

Monday, 1800-2130 hrs.
St. James Campus
50 hours
Fee: $55.00
Materiels: $35.00

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters. Stencil cutting, colour mixing, screenmaking and handprinting.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start date:
January 16 to April 16/84

Screen Printing (Advenced) SP 903

Tuesday, 1800-2130 hrs.
St. James Campus
50 hours
Fee: $55.00
Materiels: $40.00

Prerequisite: Successful completion of SP901 (Basic) or equivalent industrial experience
Course Content: Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils. A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start date:
January 17 to April 17/84

Signwriting and Show Card Writing

Signwriting SIGN 900

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materiels: $35.00

Course Content: Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction ot Screen Printing.
Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing

Start dete:
January 17 to April 17/84

Show Card Lettering SIGN 901

Tuesday, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $55.00
Materiels: $35.00

Course Content: This course is designed as an introduction to show card lettering; pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work
Pen and brush lettering, type faces, colour and layout theory and practice.

Start dete:
January 17 to April 17/84

Advanced Signwriting end Display Lettering SIGN 902

Thursdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $55.00
Material Fee: $40.00

Prerequisite: Successful completion of Signwriting (SIGN 900), SHOW CARD LETTERING (SIGN 901) or permission of the instuctor. The use of colour, layout and letter styles is studied to produce signs, show cards and displays that reflect current marketing trends. Airbrush and cut-awl machines are also used to obtain special effects. Screen printing will be introduced as a means to reproduce signs and show cards. Calligraphy is studied and practiced as it relates to the sign industry.

Start date:
January 19 to April 19/84

General Interest Courses

Interior Design end Decoretion DES 801

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics Selection of: furniture, drapes, carpets and other accessories for all rooms There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc

Start dete:
January 17 to April 17/84

Advertising Copy for Posters and Print ADES 903

Wednesdey, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

This course is designed to teach students the fundamentals of writing advertising copy for posters, newspapers and magazines advertisements. Students learn: the history of advertising, mechanics of advertising, advertising vocabulary, consumer action statements, persuasive copy, slogans, etc. Also covered are the certain types of public service advertisements and the preparation of copy. Emphasis is placed on grammar and language.

Start dete:
January 18 to April 18/84

Advertising Copy for Redio and T.V. ADES 904

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

This course is designed to teach students to write advertising copy for radio and t.v. Topics discussed include: the advantages and disadvantages of advertising by radio and/or t.v., the extent and nature of radio and t.v. audiences, spot broadcast advertisements, commercial announcing techniques, jingles and sound and musical effects. Students are also exposed to the technical aspects of producing a commercial either for radio or for t.v.

Start dete:
January 16 to April 16/84

Watercolour Painting WATR 807

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolour media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice.

Start date:
Jenuery 16 to April 16/84

GRAPHIC ARTS

Portrait Painting **PAIN 904**

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Prerequisite: Basic drawing knowledge.
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to Portraiture. Students will also study Old Masters Techniques and work from models in any media they choose (Oil, tempera, acrylic, water colour or pastel).

Start date:
January 18 to April 18/84

Photography — Picture Composition **PHOT 803**

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

This course is designed for the amateur photographer who wishes to improve the quality of his or her photographs. Although technical problems are considered, the main emphasis is on the aesthetics of photography with lectures on composition, shape and form, colour, aesthetic terminology, light, analysis of one's own work. Discussion of assignments contributes to a large part of the class work As well, an introduction to the master photographers, relating their work to the areas of study, is explored.

Start date:
January 16 to April 16/84

Woodcarving **WOOD 800**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
35 hours
Fee: $55.00

Course content: Properties of wood, nature of woodcarving, principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving, construction arrangement of carved forms for decorative purposes, applied carving for functional objects; finishing techniques
Students must supply all materials for class

Start data:
January 18 to March 28/84

Visual Communications and Photography

Basic Audio-Production Techniques **ADIO 923**

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start date:
April 4 to June 11/84

Audio Production Techniques **ADIO 928**

Monday and Wednesday,
1800-2230 hrs.
St. James Campus
90 hours
Fee: $230.00

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions

Start date:
January 16 to March 21/84

Basic Cinematography **CINE 922**

Tuesday and Thursday,
1800-2200 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start date:
January 3 to February 21/84

Cinematography **CINE 925**

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $155.00

Prerequisite: Basic Cinematography CINE 922
Course Content: Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography CINE 922 The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start date:
April 3 to May 15/84

Introduction to Photography **PHOT 800**

Monday or Tuesday or Wednesday,
1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $50.00
Materials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start date:
Jan. 9, 10, 11 to March 12,13 or 14/84
April 2, 3, 4 to June 11, 5 or 6/84

Intermediate Photography **PHOT 801**

Monday, 1830-2130 hrs.
St. James Campus
30 hours
Faa: $50.00
Material Fea: $10.00

This course gives an intensive grounding in photographic principles with particular emphasis given to the understanding of precise exposure control Darkroom and printing skills are explored in detail Topics of discussion include: various black white film processes, lighting techniques, basic colour and various creative approaches to photography. Students are expected to have their own camera systems (A hand held light meter is not essential but would be beneficial) Students must supply all film and paper. The College provides all processing solutions.

Start date:
January 16 to March 19/84

Advanced Photography **PHOT 802**

Wednesday, 1830-2130 hrs.
St. James Campus
45 hours
Faa: $75.00
Materials Fee: $10.00

This course is designed to improve visual articulation and provide students with advanced black and white photographic procedures. Subjects covered include: applied lighting techniques, formal and informal portraiture, commercial studio techniques, advanced black and white film controls and darkroom techniques.

January 18 to April 25/84

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses.

Introduction to Computer Typesetting **COMP 100X**

Tuesday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: No prerequisite; however persons wishing to enter COMP 200 should realize that typing ability is necessary.
This course is intended as an introduction to the basic principles of typesetting and is the prerequisite (in addition to typing skills) to COMP 200 Phototypsetting Keyboard Operation and Concepts.
Course Content: The development and purpose of typesetting. Significant differences between the skills of typesetting and word processing Typesetting contrasted with word processing. Type design. serif and sans serif faces, font and family The typesetter's measuring system: inches, picas, ems, points, and units, and how these relate one to the other. Typography: arranging type on a page, wordspacing, line spacing, kerning Copyfitting basics, proofmarks, typeface identification, basic layout and mark-up Time will be spent in hand typesetting involving the student in a number of small practical assignments A plant visit and some exposure to the College phototypesetting system will be included.

Start date:
September 1984

GRAPHIC ARTS

Introduction to Print Processas **COMP 106X**

Monday, 1800-2100 hrs.
St. Jamas Campus
30 hours
Fee: $35.00
Matarials: $15.00

The course is intended for persons employed in copy preparation offices, editorial work and in fields where knowledge of the production of printed material would be desirable; or, for persons wishing an overview of the printing trades prior to deciding on further studies in the different skills taught by the College.
Course Content: Information is presented via lecture and demonstration most of the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject. The areas involved are copy preparation, typesetting, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing and bindery and finishing techniques, estimating and office procedures
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60% of allotted class time.

Start data:
January 9 to March 12/84

Paper and Film Assembly (Paste-up) **COMP 110X**

Tuesday and Thursday,
1800-2200 hrs.
St. Jamas Campus
60 hours
Fea: $65.00
Materials: $45.00

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera ready artwork, using Amberlith overlays for multicolour work. Ruling techniques are demonstrated
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera He/she will be taught the use of the Strip Printer and Compugraphic 7200 headliner machines (Phototypesetters).

Start datas:
January 10 to February 28/84
March 6 to April 24/84

Computer Typesetting (Keyboard Operation and Concepts) **COMP 200X**

Tuesday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $45.00

Prerequisites: COMP 100X, typing at 25 wpm minimum (50 wpm is advisable if the student wishes to obtain employment in this field).
Course Content: Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of medium difficulty.
This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods

Start date:
January 10 to February 28/84

Advanced Computer Typesetting **COMP 300X**

Monday and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $45.00

Prerequisites: Completion of COMP 200X
Course Content: Extensive exercises in various kinds of typesetting Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each Editing terminal operation and uses, i.e. global search and change, correction, storage on disc different coding methods that produce the same result and discussions of possible advantages of each Outside character grid work inlcuding some French language typesetting

Start date:
March 5 to April 26/84

Mark-Up for Typasatting **COMP 320X**

Saturday
0800-1200 hrs.
St. James Campus
60 hours
Fea: $65.00
Materials: $30.00

Prerequisites: COMP 200, or COMP 330, or permission of the instructor.
Course Content: Mark-up procedures used in the commercial typesetting field The course will include identification of the most common typefaces. Methods of determining choice of typeface and size within the range of work being considered Terminology used in various forms of typesetting will be explained: i.e. macros, formats, explosions etc Writing of formats to facilitate production Tours of progressive plant(s) may be arranged A series of progressive assignments will be given which will involve the writing of macros. A number of assignments will be produced by a commercial typesetting house to prove the students' work

Start date:
January 14 to April 21/84

Typography I **COMP 330X**

Saturday, 0800-1200 hrs.
St. James Campus
60 hours
Fea: $65.00
Materials: $25.00

Prerequisite: Preference will be given to persons employed in Graphic Arts industries
Course Content Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families Basic design principles, shape and space, copyfitting and mark-up Colour as related to printing, the translation of basic layouts into printed material

Start date:
January 7 to April 21/84

Photomechanical Reproduction **CAM 100X**

Tuesday and Thursday,
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry
course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives, application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions

Start dates:
January 17 to March 6/84
March 20 to May 8/84

Photomechanical Reproduction **CAM 200X**

Monday and Wednesday,
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite. Completion of CAM 100X or equivalent industrial experience
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers, calibration of various types of contact screens to camera and processing conditions, making duo-tones and other techniques, introduction to colour separation procedures

Start date:
January 16 to March 5/84

GRAPHIC ARTS

Photomechanical Reproduction **CAM 300X**

Monday and Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 200X or equivalent experience
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment

Start date:
March 19 to May 16/84

Photomechanical Reproduction — Scanner **CAM 330X**

Tuesday and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisites: Completion of CAM 300X or equivalent trade knowledge
Course Content: principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proffing, future trends

Start date:
January 17 to March 6/84

Film Imposition/Printing Surface Preparation **PSP 100X**

Tuesday and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates

Start dates:
January 17 to March 6/84
March 20 to May 8/84

Film Imposition/Printing Surface Preparation **PSP 200X**

Monday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of PSP 100X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of prepress colour proofing is shown.

Start date:
January 2 to March 5/84

Film Imposition/Printing Surface Preparation **PSP 300X**

Monday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of PSP 200X or equivalent experience.
Course Content: The emphasis at this level is on four colour process stripping procedures both negatives and positives. This will include the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photo composing

Start date:
March 19 to May 10/84

Machine Printing Rotogravure **ROTO 200X**

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates with pressroom experience
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, inc viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections

Start date:
January 10 to April 17/84

Machine Printing Rotogravura **ROTO 300X**

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of ROTO 200X or permission of instructor
Course Content: An advanced course in rotogravure printing with exercises in multipcolour and four colour process printing, colour mixing, ink formulation for process printing and theory of electronic register control.

Start date:
January 11 to April 18/84

Machine Printing — Offset **LITH 100X**

Monday, Tuesday or Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fea: $65.00
Materials: $50.00

Course Content: A basic course in the fundamentals of offset lithography (on 1250 multilith presses) covering feeding, register, dampening sytems, ink control and running of one colour and two colour projects. This course leads to LITH 105X

Start dates:
Jan. 10,12,16 to April 17,19 & 23/84

Machine Printing — Offset **LITH 105X**

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 100X or permission of instructor.
course Content: An advanced course in offset lithography (on 1250 multilith presses) covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for the printing of multipcolour projects. This course leads to LITH 110X.

Start date:
Jan. 11 to April 18/84

Machine Printing — Offset **LITH 110X**

Tuesday or Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, Inking, register systems, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Start dates:
Jan. 10 & 11 to April 17,18/84

GRAPHIC ARTS

Machine Printing — Offset **LITH 210X**

Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on signle colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X.

Start date:
January 12 to April 19/84

Machine Printing — Offset **LITH 220X**

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Matarials: $50.00

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundmentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and four-colour process projects

Start date:
January 11 to April 18/84

Machine Printing — Wab Offset **LITH 230X**

Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 210X and/or permission of instructor.
course content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36"x22-3/4" cutoff) which will include the following: plate bending, plate packing, premakeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment.

Start date:
January 11 to April 18/84

Machine Printing — Web Offset **LITH 330X**

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 230X and/or permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36"x22-3/4" cutoff). This course will cover a review of LITH 230X and will include the make ready and running of more complex projects. This course will include make ready and running one colour two-sided with 1/4 fold, changeover to two web operation tabloid fold (blank stock), make ready and run double parallel fold and one colour two sides (one web); make ready and run double parallel fold, two colours on two sides (one web).

Start date:
January 10 to April 17/84

Binding and Finishing **BIND 125A-B**
BIND 225A-B
BIND 325A-B

St. James Campus
60 hours
Fee: $65.00

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines (Polar Gergek Computerized cutter control (on Polar 45-1/4" and Seybold 42"(
Baum Folder — Pile Feed (17-1/2" x 22-1/2" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2" x 31-1/2")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Muller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Smyth No 38 Rounding & Backing Machine
Smyth No 24 Casing-In Machine
Smyth No. 1 Casemaker
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category

BIND 125A	BIND 125B
BIND 225A	BIND 225B
BIND 325A	BIND 325B

Start date:
January 9 to May 1/84

Note:
All inquiries and coursa registrations for Bindary ara to be handled by tha Bindery Department. Phone 967-1212 axt. 3256.

The Prince of Wales (1927) This photo was taken during his tour of Canada. He was President of League of Mercy, St. Bartholomew's Hospital, Westminster Hospital and King Edward's Hospital Fund for London.

Dental Technology

Roundhouse **DENT 906**

Monday and Wednesday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt) Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and orthodontics. Participants must be working Dental technicians, and should have experience in all areas previously mentioned

Start date:
April 18 to June 27/83

Complete Dentures-Aesthetic Set Ups for Anterior Teeth **DENT 915**

Saturdays
0900-1700 hrs.
Casa Loma Campus
14 hours
Fee: $19.00

This course is designed to acquaint students with the set-up and arrangements of anterior teeth. Participants must be working Dental Technicians working in the Denture Department specializing in set up.

Start dete:
Jenuary 28 to February 4/84

Precision Attachments **DENT 917**

Friday, 1800-2200 hrs.
Saturday, 0900-1700 hrs.
Casa Loma Campus
11 hours
Fee: $16.00

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the Crown & Bridge phase. Participants should presently work in the Crown and Bridge Department or have done so in the past

Start date:
April 6 to April 7/84

Framework Design for Porcelain Fusad to Metal **DENT 918**

Saturday and Sunday
0800-1700 hrs.
Casa Loma Campus
16 hours
Fee: $21.00

The emphasis of this course will be on the construction of different types of bridge frame design (wax-up stage only). Participants must be working Dental Technicians with experience in Crown and Bridge work.

Start date:
January 21 to January 22/84

Metal-Ceramic Restorations **DENT 919**

Saturday
0900-1600 hrs.
Casa Loma Campus
12 hours
Fee: $17.00

The purpose of this workshop is to acquaint students with the nature of porcelain, the nature and properties of alloys, and porcelain-metal systems. Participants must be working Dental Technicians.

Start date:
February 18 to February 25/84

Introduction to Basic Design Principles in Orthodontics **DENT 928**

Friday, 1800-2200 hrs.
Saturday, 0900-1700 hrs.
Casa Loma Campus
11 hours
Fee: $16.00

This basic course is designed to acquaint students with techniques of manipulation and soldering various guages of wire as well as the fabrication of band spacers. Participants must be working Dental Technicians.

Start date:
January 13 to January 14/84

Internal Staining **DENT 929**

Friday, 1800-2100 hrs.
Saturday, 0900-1700 hrs.
Case Loma Cempus
10 hours
Fee: $15.00

This course will offer the techniques necessary in the matching of various stains to natural dentitions. Participants must be working Dental Technicians specializing in Ceramics.

Start date:
Merch 9 to March 10/84

Dynamics of Occlusion—Introduction to Gnathology & the Stomatognathic Sysiam **DENT 927**

Thursdays, 1830-2130 hrs.
Casa Loma Campus
24 hours
Fee: $29.00

This course will provide knowledge of the various types of articulators, their function and limitations; the facebow and other accessories; the physical factors of determinants of occlusions; both static and dynamic; the synergism of the components of the masticatory process Participants must be working Dental Technicians or Auxiliares, and have completed DENT 925 and DENT 926

Start date:
March 22 to May 10/84

Orthodontics Duties Seminar **DENT 920**

Friday, 1900-2130
Saturday, 0930-1630
Casa Loma Campus
8.5 hours
Fee: $125.00

Prerequiste: Licensed Dental Hygienist
Course Description; This course is designed to introduce the student to the various duties which can be performed legally by Dental Hygienists. These duties are: separation of teeth prior to banding; cementation of bands previously fitted by the dentist; direct and indirect bonding of brackets to teeth; ligation and removal of arch wires; removal of bands and bonded brackets.

Start dates:
February 10 to February 11/84
April 27 to April 28/84

Dental Assisting Part-time

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable **a working Dental Assistant** to complete the required courses leading to a certficate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five calendar years.

Applicants should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.

Application forms and general information may be obtained from Bonnie Weglarz, Health Science Division

Note: It is recommended that applications should be received before June 30

The following courses must be completed in order to obtain the certificate

Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Cardiopulmonary Resuscitation

La reanimation Cardio-Pulmonaire—Premiers Soins **CPR 904**

mardi
17h30-21h30
Casa Lome Campus
12 heures
Coût: 17$
Matérial: 3$

Les apprenants maîtrisent les concepts des soins cardiaques urgents ainsi que les techniques psychomotrices précises de la réanimation cardio-pulmonaire à pratiquer en cas de la défaillance cardio-pulmonaire chez l'enfant et l'adulte. Ce cours suit de très près les recommandations de la Fondation Canadienne des Maladies de Coeur

Date du début du cours:
le 7 février/84

Cardiopulmonary Resuscitation—Basic Rescuer CPR 902

Monday and Thursday (Casa Loma)—Open to George Brown Students only.

Tuesday and Thursday (Nightingale Campus)—Open to anyone.
1730-2130 hrs.
12 hours
Fee: $17.00
Materials: $3.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC) The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course

Note: Please register at least one week prior to the start of the course.

Start dates:
Casa Loma Campus
January 12 to January 19/84
February 2 to February 9/84
February 16 to February 23/84
March 1 to March 8/84
March 15 to March 22/84
April 5 to April 12/84
April 19 to April 26/84
May 3 to May 10/84
May 24 to May 31/84
June 7 to June 14/84
and
Saturday, January 21/84
0800-1700 hrs.

Nightingale Campus
January 10 to January 17/84
February 14 to February 21/84
March 13 to March 20/84
May 8 to May 15/84
June 12 to June 19/84

Cardiopulmonary Resuscitation—Basic Rescuer Recertification CPR 903

Monday and Wednesday
1800-2130 hrs.
Casa Loma Campus
7 hours
Fee: $12.00
Materials: $2.50

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification

Note: Please register at least one week prior to the start date of the course:

Start dates:
Casa Loma Campus
January 9 to January 11/84
February 13 to February 15/84
March 12 to March 14/84
April 2 to April 4/84
April 30 to May 2/84
June 4 to June 6/84

Nursing Certificate (Credit Courses)

The Collaborative Community College Program for Occupational Health Nurses NU 408

This academic year, George Brown College is scheduled to offer one of the ten courses in this program These courses are offered **only** to registered nurses employed in an occupational health setting.

Counselling & Health Education NURS 930

(Part of The Collaborative Community College Program For Occupational Health Nurses)

Tuesday, 1830-2130 hrs.
Nightingale Campus
45 hours
Fee: $50.00

The focus of this course is the individual and groups in the work system and the utilization of knowledge and skills in providing appropriate health guidelines. Theory includes, principles of teaching, the learning process, principles of psychosocial development with emphasis on mental health, and the practical aspects of setting up, implementing and evaluating educational programs Developing observation skills, effective communication, and interviewing and counselling in the work setting are incorporated Emphasis is on the development of programs for special needs, health hazards and/or inherent health problems Available community resources and methods of referral are discussed.

Start date:
January 3 to April 10/84

R.N. Critical Care Nursing NU 400

Nightingale Campus

Prerequisites: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation, attendance at an Information/Selection session.
Course Content: The goal of this program is to prepare registered nurses to give competent care to critically ill individuals. The program is organized in two Phases
In Phase I, the focuse is upon learning core concepts of nursing critically ill individuals whose vital signs have stabilized. Phase I has been broken into a series of eight theory and practicum courses These courses may be challenged for credit.
In Phase II, the focus is upon continuing to apply core concepts while nursing patients whose condition is unstable due to complex multisystem problems.
The supervised clinical practice courses provide an opportunity for the learner to apply knowledge and develop skill in assessing, planning, giving and evaluating care for critically ill individuals
Theory courses may be taken on a part-time basis Clinical practice must be completed on a full-time basis.

Individual Courses in the Program
Phase I
Neurosurgical/Neurological & Gastrointestinal Nursing: Theory NEUR 404
Neurosurgical/Neurological & Gastrointestinal Nursing: Practicum NEUR 405
Cardiovascular Nursing: Theory NURS 939
Renal Nursing NURS 943
16 hours

Information on the above courses may be obtained from the Nursing Department, Continuing Education, Telephone 967-1212, ext. 4226, Heidi Yamashita.

Respiratory Nursing: Theory (Phase I) NURS 941
Wednesday, 0900-1600 hrs.
Fee: $29.00
January 11 to February 1/84

Respiratory Nursing: Practicum NURS 942
Monday to Friday
Fee: $40.00
February 20 to February 24/84

Cardiovascular Nursing: Practicum NURS 940
Monday to Friday
Fee: $75.00
February 6 to February 17/84

Nursing Issues & Values HUMN 402

Wednesday, 0930-1530 hrs.
20 hours
Fee: $25.00

The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, non-verbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth Content include the study of value systems, relevant law and the issues of truth, confidentiality and consent.

Start date:
February 29 to March 21/84

Phase II

Critical Care Nursing: Theory-Advanced CCN 403
100 hours

Focus in this course is upon the development of knowledge and skills necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting Core concepts remain the same, but are explored in greater depth
Content is presented in a case study format—situations in which complicated, multisystem, interrelated patient problems are analyzed. Relevant pathophysiology, assessment, medical and nursing interventions are studied Opportunity is provided to consider principles of leadership and to develop teaching skills Related nursing skills are obtained through practice in the clinical laboratory. Time is provided for goal-directed, independent study

Critical Care Nursing: Practicum-Advanced CCN 404
165 hours

This course provides for the clinical application of theory and skill obtained in Critical Care Nursing: Theory-Advanced Care is given to patients who are critically ill with complex multisystem problems and who require sophisticated assessment and supportive tools

R.N.: Neurosurgical/Neurological Nursing

The goal of this group of courses is to prepare registered nurses with added competencies in order that they can provide specialized care to individuals with altered functions of the nervous system
Registered nurses who elect to earn a certificate in Neurosurgical/Neurological Nursing may do so by completing all Critical Care Nursing: Phase I courses plus the four advanced courses in Neurosurgical/Neurological Nursing. However, those interested primarily in advancing their expertise in neurosurgical/neurological nursing may take only the two Critical Care Nursing: Phase I courses, Neurosurgical/Neurological & Gastrointestinal Nursing: Theory and Practicum, plus the four advanced courses in Neurosurgical/Neurological Nursing. These six courses will count as credits but a certificate will not be granted.

Information on the following courses may be obtained from the Nursing Department, Continuing Education, Telephone 967-1212, Heidi Yamashita

Individual Courses in the Program

Neuroanatomy & Physiology NEUR 400
45 hours

Recognition of the occurence and significance of physiological dysfunctions in the nervous system with resulting impairment of basic body functions and processes of the human mind requires a thorough knowledge of neuroanatomy and physiology and of the interrelationships with other body systems, especially the respiratory and cardiovascular systems.
This course provides an in-depth study of the nervous system To ensure mastery of knowledge and understanding of this complex system, various learning tools are utilized e g programmed texts, independent learning packages, tutorials

Neurosurgical/Naurological Nursing: Pathotherapeutics NEUR 401
30 hours

In addition to a sound knowledge of the anatomy and physiology of the nervous system, understanding the surgical and/or medical management of the individual with a dysfunction of the nervous system is essential. This course provides the learner with a two-fold focus:
—a systematic pattern of the surgical and/or medical management of the individual with a nervous system dysfunction with emphasis on neurological evaluation.
—a study of the surgical and/or medical management of selected, common dysfunctions of the nervous system.

Neurosurgical/Neurological Nursing: Theory & Labs NEUR 402
25 hours

Nursing management of the individual with neurosurgical/neurological problems requires the nurse to have a thorough understanding of broad nursing concepts based on a sound knowledge of neuroanatomy and physiology, pathotherapeutics and relevant social science principles. This course builds on the knowledge, skills and attitudes acquired in Critical Care Nursing—Phase I and concentrates on:
—identification of short- and long-term nursing deficits of the patient with a neurosurgical/neurological problem.
—the ability of the nurse to respond skillfully and effectively to the changing needs of this patient.
Nursing theory is organized around selected responses/processes/phenomena of patients with neurosurgical/neurological problems

Neurosurgical/Naurological Nursing: Practicum NEUR 403
165 hours

The practicum provides an opportunity for the learner to obtain concentrated experience caring for patients with neurosurgical/neurological problems throughout all phases of their illness. These experiences are in special neurosurgical/neurological units, neurosurgical intensive care units and rehabilitation units
Observation visits are included to enable the learner to be aware of special clinics and community resources serving to meet the needs of these individuals
Prerequisites: current Certificate of Competence, College of Nurses of Ontario, or, if from out-of-province, eligibility for Ontario registration; current nursing experience in an active treatment centre; Basic Rescuer Certificate; Canadian Heart Foundation; attendance at an Information/Selection session

NEONATAL INTENSIVE CARE NURSING NU 405

The goal of this certificate program is to prepare registered nurses to provide competent, comprehensive nursing care to the critically ill newborn infant in an intensive care setting and to the family. To qualify for a certificate, all six courses of the program must be completed within three years.
Prerequisites: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; Current nursing experience in the field of perinatology (ie) obstetrics, nursery, N.I.C.U.; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an information/Selection Session.

Information on the following courses may be obtained from the Nursing Department, Continuing Education, Telephone 967-1212 ext. 4226, Heidi Yamashita.

Individual courses in the program:

Introduction to Perinatal Nursing NURS 938

Tuesday, 0900-1600 hrs.
Nightingale Campus
55 hours
Fee: $60.00

This course provides the registered nurse with knowledge base and understanding of perinatology and the role of the nurse in this field. Content covers: analysis of the concept of family-centered care; stresses which affect the childbearing family and their caretakers; identification and assessment of the psychosocial and physiological risk factors; clarification of personal values, and ethics of perinatal care.

Neonatal Intensive Care Nursing I: Practicum NEO 412

Monday to Friday
Nightingale Campus
60 hours
Fee: $65.00

This course provides experience in the neonatal intensive care setting for the student to work with the normal and stable critically ill infant and his family and to demonstrate comprehensive nursing care. The skills which are mastered in this experience include: assessment of the newborn, interpretation of commonly utilized laboratory values and maternal — fetal history-taking.

Start date:
January 30 to February 10/84

Neonatal Intensive Care Nursing I: Practicum NEO 413

Monday to Friday
Nightingale Campus
60 hours
Fee: $65.00

This course provides experience in the neonatal intensive care setting for the student to work with the normal and stable critically ill infant and his family and to demonstrate comprehensive nursing care The skills which are mastered in this experience include: assessment of the newborn, interpretation of commonly utilized laboratory values and maternal — fetal history-taking.

Start date:
February 14 to June 5/84

Neonatal Intensive Care Nursing II: Theory & Labs NEO 414

Tuesday, 0900-1600 hrs.
Nightingale Campus
70 hours
Fee: $75.00

Based on the pathotherapeutics and medical management of the unstable, critically ill newborn this course covers the comprehensive nursing care of the newborn and his family including follow-up care after hospitalization.
An important section of this course is the development of advanced skills in assessment and nursing care

Start date:
February 14 to June 5/84

Neonatal Intensive Care Nursing II: Pathotherapeutics NEO 416

Tuesday, 0900 - 1200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

This course deals with the pathology, medical diagnosis and management of major health deviations of the unstable, critically ill neonate from a systems approach.
Transport of the ill neonate and implications for the care given is included.

Start date:
February 14 to May 8/84

Neonatal Intensive Care Nursing II: Practicum NEO 415

Monday to Friday
Nightingale Campus
160 hours
Fee: $165.00

This course provides a concentrated experience in the neonatal intensive care units so that the registered nurse is able to master the necessary advanced skills and give safe, competent care to the unstable, critically ill neonate and his family

Start date:
June 11 to July 6/84

R.N.: Operating Room Nursing NU401

The goal of this program is to prepare registered nurses to function as members of the surgical team in operating room theatres. Theory courses may now be taken on a part-time basis.
A certificate is awarded for successful completion of all four courses.
Prerequisites: See R.N. Critical Care Nursing

Information regarding this program may be obtained from the Nursing Department, Continuing Education, Telephone 967-1212, ext. 4226, Heidi Yamashita.

Operating Room Nursing:
Theory and Labs ORN 400

Monday
0900-1600 hrs.
Nightingale Campus
120 hours
Fee: $125.00

This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.
Relevant anatomy, physiology and pathophysiology are presented. Basic aseptic technique skills are practiced in the clinical laboratory

Operating Room Nursing:
Practicum ORN 401

Monday to Friday
Hospital as Posted
300 hours
Fee: $305.00

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing: Theory & Labs. It consists of on-hands practice and observational experiences during planned rotations in the various surgical specialties

Nursing Issues and Values HUMN 402

Monday
0900 to 1100
Nightingale Campus
20 hours
Fee: $25.00

The group process portion of the course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent.

Operating Room Nursing: Organization and Management ORN 402

Monday
0900 to 1600 hrs.
Nightingale Campus
60 hours
Fee: $65.00

This course presents the concepts of organization and management preparing nurses to function effectively in team or leadership roles in an operating room setting. Included also is a study in the nursing research process to explore research methodology for improving patient care. Opportunities to study teaching methods and teaching skills are presented

Non-Credit Courses

RNA: Administration of Medications NURS 913

Monday, 1730-2030 hrs.
Nightingale Campus
21 hours
Faa: $26.00

This course is offered to nursing assistants registered in the province of Ontario and employed in long term care settings.
Selection of content reflects the guidelines of the Standards of Nursing Practice for R.N.A.'s set by the College of Nurses of Ontario. Principles of drug administration, legal aspects, safety, observation, recording and the effects of common drug groups on the human body are covered. The administration of drugs to the chronically ill and aged persons receive special attention.
Simulated laboratory practices accompany the theory presentations.

Start date:
January 16 to February 27/84

Understanding the Electrocardiogram NURS 921

Thursday, 1800-2030 hrs.
Nightingala Campus
16 hours
Fee: $21.00

Prerequisite: Basic course in anatomy and physiology.
The electrocardiogram is a essential assessment tool in the management of arrhythmias. To be dextrous in the use of this tool and to be able to interpret and anticipate requires sound knowledge and practice.
Content of the course centres around cardiac physiology and pathophysiology, understanding bedside cardiac monitors, interpreting the single lead ECG, and the development of dexterity in using these assessment tools

Start date:
January 19 to March 1/84

R.N.A.: Rehabilitation Nursing-Theory NURS 937

Wednesday 1800-2100 hrs.
Nightingale Campus
45 hours
Fee: $50.00

The focus of this course is understanding the needs of the individual who is physically disabled or has long-term health problems and the implications for the Registered Nursing Assistant.
The content covers:
• development of a personal philosophy of rehabilitation
• principles of learning and teaching
• theory of change and its impact on the patient and the worker
• the application of the nursing process in rehabilitation
• management of patients with specific problems
• the role of the Registered Nursing Assistant in rehabilitation

Start data:
To Be Announcad

12-Lead ECG: Analysis & Intarpratation NURS 933

Tuasday 1800-2030 hrs.
Nightingale Campus
24 hours
Fee: $29.00

This is an advanced course in electrocardiogram analysis and interpretation. The course is designed to provide the learner with knowledge of the heart and its electrical activity and with the skills necessary for analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms (ECG). Topics include myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, aberrancy, myocardial aneurysm, electrolyte abnormalities and drugs. Emphasis is placed on a systematic approach to 12-lead ECG analysis. The course includes formal learner participation in discussions, practical work with 12-lead ECG's, periodic quizzes and a final exam.
Pre-requisites: • Registered nurse or medical doctor
• Recent basic course in arrhythmias and/or recent experience working with cardiac monitors

Start date:
March 20 - May 22/84

Physical Assessment NURS 931

Wednesday 1830-2130 hrs.
Nightingale Campus
36 hours
Fee: $41.00

This course teaches the registered nurse to understand and utilize the skills of physical assessment—inspection, palpation, percussion, auscultation—within the context of the overall assessment of the patient. History taking and psychosocial assessment is included.

Start date:
January 18 to April 4/84

R.N. Examination Raview NURS 927

Monday and Thursday
1800-2100 hrs.
Nightingale Campus
54 hours
Fee: $59.00

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course will consist of: • a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing – presented in seminar format • guidelines re how to write multiple choice examinations • practice writing comprehensive, multiple choice examinations similar to provincial registration examinations.

Start date:
March 5 to May 3/84

Understanding Fluid and Electrolyte Imbalance NURS 932

Tuesday, 1900-2200 hrs.
Nightingale Campus
15 hours
Fee: $20.00

This is a course in applied physiology. The course covers the basic factors involved in maintaining normal fluid and electrolyte balance and then relates such understanding to the areas of disease and treatment of the patient. Replacement fluid therapies, hyperalimentation, dialysis, and monitoring methods will be studied. Laboratory test results and relevant case histories will be analyzed
Pre-requisite: Course in basic anatomy and physiology

Start date:
February 21 to March 20/84

Cardiovascular Physiology and Pathophysiology NURS 934

Tuesdays 1900-2200 hrs.
Nightingale Campus
15 hours
Fee: $20.00

This is a course in applied physiology of the cardiovascular system. The course examines the structure and function of the cardiovascular system under normal and pathological conditions.
Attention is focussed on cardiac physiology and the integrative aspects of the cardiovascular system.
Selected topics in pathophysiology will be included
In depth discussion of cardiac microphysiology will be a significant part of the course.
This course serves as a foundation for more advanced coronary courses in electrocardiography and coronary care.
Pre-requisite: Course in basic anatomy and physiology

Start date:
January 17 to February 14/84

Understanding the Nervous System in Haalth and Disease NURS 935

Tuesday, 1900-2200 hrs.
Nightingala Campus
15 hours
Fee: $20.00

This is a course in applied physiology of the nervous system
Understanding the physiology of this system will form the basis for discussing such topics as pain and stress management, the unconscious patient, cranial and spinal cord injuries, central nervous system functional tests and the control of posture and movement.
Pre-requisite: Course in basic anatomy and physiology

Start date:
March 27 to April 24/84

Respiratory Nursing (Collaborative Course) NURS 944

Thursday, 1900-2200 hrs.
Tha Wallesley Hospital
45 hours
Fea: $60.00

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario.
One year of current nursing experience in an acute care setting.
This is a 45-hour, collaborative course developed by George Brown College and The Wellesley Hospital. The aim of the course is to provide nurses currently working in acute and intensive care settings with indepth theory and current technologies in the management of the patient with respiratory problems. An indepth review of anatomy and physiology forms the basis for a study of selected respiratory system pathophysiology and related medical assessment and management. Nursing content focuses upon the effective use of nursing process and the mastering of selected technologies
Successful completion of this course counts as a credit toward completion of Phase I of the Critical Care Nursing Program.

Start date:
January 5 to April 12/84

George Weston, 1864 - 1924, and family
Founder of George Weston Limited. This photo was taken in the early 20's. Garfield Weston, the oldest son stands beside his father.

HOSPITALITY

Hospitality

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program
Introduction applies to first five courses only

Small Quantity Food (Basic) **FP 730X**

Monday, Tuesday, Wednesday or Thursday
1800-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $95.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to talk the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start date:
January 23 to April 30/84

Baking (Basic) **8K 610X**

Monday or Wednesday,
1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $60.00

This course is designed to equip the student with practical working knowledge of pastry doughs, choux past, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes

Start date:
January 23 to March 26/84

Small Quantity Food (Advanced) **FP 731X**

Tuesday or Thursday,
1800-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $140.00

Prerequisite: Basic Small Quantity Food, FP 703X. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauerbraten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes

Start date:
January 26 to May 3/84

Baking (Advanced) **BK 634X**

Wednesday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $70.00

Prerequisite: Basic Baking BK 610X. The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, petits fours, tortes, gateaux, and sugar creation with the decorative centre pieces, the true art of French pastries and their presentation.

Start date:
January 25 to March 28/84

Appreciation of Wines **F 807**

Monday, Tuesday or Wednesday
1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $95.00

Prerequisite: Over 19 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines. Enrollment limited.

Start dates:
January 23, 24 or 25 to March 26, 27, 28/84
April 9 to June 11/84

Chinese Cuisine **F 810**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $30.00
Materials: $30.00

This course is designed to introduce the studept to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lession.

Start date:
January 24 to March 27/84

Advanced Wine Appreciation **F 811**

Wednesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $50.00
Materials: $155.00

Prerequisite: Appreciation of Wines, F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. Tasting and sampling will be part of the prescribed course. Enrolment limited.

Start date:
January 25 to March 28/84

Junior Gourmet Cooking **F 815**

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $40.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be—vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start date:
April 7 to June 9/84

Junior Gourmet Cooking (Advanced) **F 819**

Saturday, 1300-1500 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $30.00

Prerequisites: Junior Gourmet Basic F 815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date:
January 21 to March 24/83

Mixology (Cocktail Bartending) **BAR 503X**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $60.00

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.
Enrollment Limited.

Start date:
January 23 to March 26/84

La Haute Cuisine chez vous (débutants) **FSP 732**

Le cours est une introduction aux principes de base de la haute cuisine ainsi qu'à ses subtilités. Les élèves apprennent à combiner les ingrédients crus nécessaires à la préparation de plats traditionnels.
On apprend également l'art de sauter, de griller, de préparer des sauces, de faire cuire les poissons maigres et gras et les fruits de mer, de préparer les légumes, les salades, les garnitures et les sauces qui les accompagnent. Les chefs apportent des conseils sur l'usage des herbes, des épices et des vins.

lundi
18h00-22h00
Kensington Campus
60 heures
Coût: 85$
Matérial: 95$

Dates du début des cours: le 23 janvier/84

Pour tout renseignement sur les dates d'autres sessions, téléphonez au 967-1212, poste 4386.

Patissier **PATI 900**

Tuesday, 1800-2300 hrs.
Kensington Campus
150 hours
Fee: $155.00
Materials: $230.00

Prerequisite: Certified Journeyman Baker, Cook or equivalent
Course Content: This course will provide advanced training for bakers and pastry cooks in all aspects of the production of cakes, pastries, decorating and specialty bakery items that are required in the baking trade. This course has been divided into ten units according to a patissier training profile developed by the Ministry of Colleges and Universities (Apprenticeship Branch) of the Province of Ontario as an extension to the Junior Baker and Baker Program.
The following subjects will be covered: specialty cakes, pastries and petit fours, decorating, desserts, almond paste, gum paste, sugar work, chocolate work, specialty cookies and wedding cakes

Start date:
January 24 to May 15/84

Retail Meat Cutting Theory **MC 613X**

Tuesday, 1900-2200 hrs.
Kensington Campus
36 hours
Fee: $41.00
Materials: $20.00

Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Start date:
January 24 to April 10/84

Cake Decorating **8K 639X**

Tuesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00

Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three hour session is structured to provide information through lectures and demonstrations and hand-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant"

Start date:
January 24 to March 27/84

Meat Cutting for the Home Enthusiast **F 817**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $200.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The students will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price

Start date:
January 23 to March 26/83

Sensory Evaluation **F 832**

Wednesday, 1900-2200 hrs.
Kensington Campus
21 hours
Fee: $50.00
Materials: $20.00

Prerequisite: 19 years of age and up
Course Content: To develop an understanding of how your taste buds work and react in the evaluation of food and drink.
Experiments and lectures will be conducted each evening. Topics covered will include defective wines, wine components in various solutions, acids, sugars and various senses. The students will experiment mainly with their sense of smell, touch and taste in identifying qualities and defects in wines, as well as potential qualities

Start date:
April 11 to May 23/84

Junior Gourmet Baking **F 833**

Saturday, 0900-1300 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $30.00

Prerequisite: 9-16 years of age and a desire to learn gourmet baking
Course Content: Introduction to baking techniques wheats, practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed.

Start date:
January 21 to March 24/84

Vegetarian Cooking **F 835**

Thursday
1800-2100 hrs.
30 hours
Fee: $50.00
Materials: $40.00

Course Content: An introduction to vegetarian cooking including identifying and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling.
Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Start date:
January 26 to March 29/84

Certificate in Hospitality Management Studies

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of Manpower. The following courses (each complete in itself) expose future leaders of this industry to various segments of Management. Successful completion of 6 of the following 8 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Purchasing for Hospitality **ACC 108X**

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00
(includes price of text)

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundmental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price.
Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing, Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness

Start date:
January 26 to March 29/84

Food Service Facilities Development Planning and Design **FSF 900**

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00
(includes price of text)

A course for experienced operators of food service facilities, developers or designers. The course investigates the steps in the development of a food service facility and the professionals who are involved in this process. Management of the overall progression of events as well as the details of these individual events are discussed by the course instructor and industry representatives. Assignments, case studies and a group project involving student teams will be required and performed by students. Upon successful completion of the program, each participant will be able to manage the activities of the planning team, prepare a preliminary specifications list, apply principles of design and layout, select the most appropriate equipment for a food service facility. Topics include: analysis of economic feasibility, site selection, construction problems and techniques, capital costs, selection of equipment, interior design, business practices of the professional consultants, and emerging trends in hospitality facilities. Enrollment is limited

Start date:
January 23 to March 26/84

Food and Beverage Cost Control **ACC 210X**

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00
(includes price of text)

Course Content: To understand the essential principles and procedures of effective food and beverage control.
Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales

Start date:
January 23 to March 26/84

Front Office Operation **HIND 222X**

Thursday, 1830-2130 hrs.
Kansington Campus
30 hours
Fee: $35.00
Materials: $10.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attension will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start date:
January 25 to March 29/84

Hospitality Law and Insurance **LAW 204X**

Monday or Thursday
1830-2130 hrs.
Kansington Campus
30 hours
Fee: $35.00
Materials: $20.00
(includes price of text)

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice.
This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collection; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants

Start date:
January 26 to March 29/84

Hospitality Accounting **ACC 207X**

Wednesday, 1830-2130 hrs.
Kansington Campus
30 hours
Faa: $35.00
Materials: $20.00
(includes price of text)

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Start date:
January 25 to March 28/84

Hospitality Personnal **PERS 202X**

Tuesday, 1830-2130 hrs.
Kansington Campus
30 hours
Faa: $35.00
Materials: $5.00

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by Session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals, Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start date:
January 24 to March 27/84

Marketing for the Hospitality Industry **MARK 208X**

Wednesday, 1830-2130 hrs.
Kansington Campus
30 hours
Fee: $35.00
Materials: $5.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

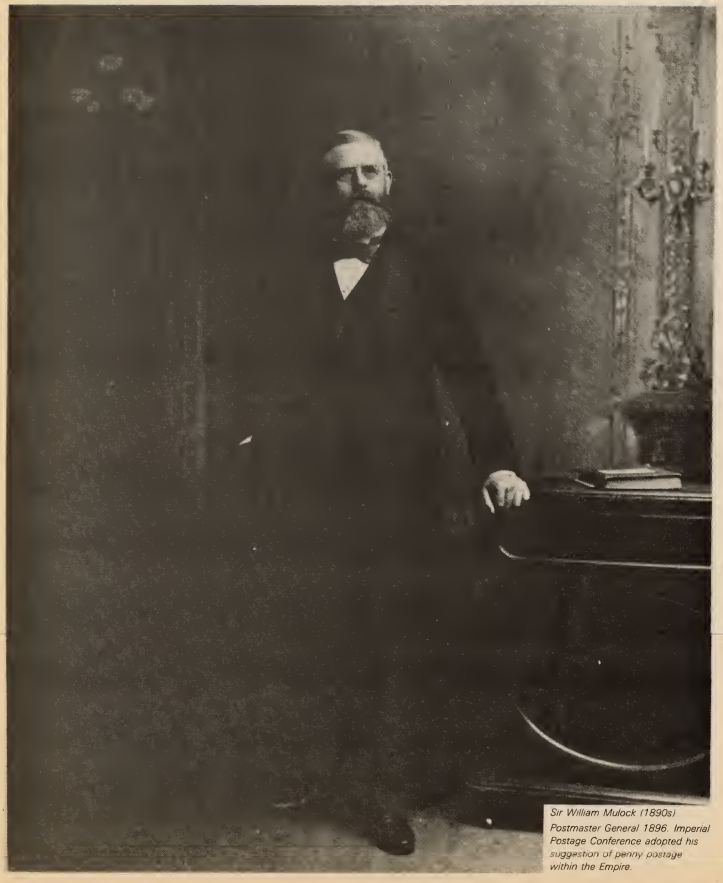
Start date:
January 25 to March 28/84

Dining Out: A Tour of Toronto Rastaurants **F 831**

Tuesday, 1800-2200 hrs.
Kensington Campus
20 hours
Fee: $50.00

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Country's discusses in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start datas:
January 2 to February 21/84
March 6 to April 3/84
April 17 to May 15/84



Sir William Mulock (1890s)
Postmaster General 1896. Imperial Postage Conference adopted his suggestion of penny postage within the Empire.

INDUSTRIAL TRAINING

Industrial Training

Training In Business and Industry (TIBI)

For some time now Educators have recognized that much of the training relevant to both Business and Industry can best be delivered through a co-operative approach. Business and Industry can identify the kinds of training needed in the work place; education can assist in a supportive role by developing curriculum to satisfy the need and identifying qualified personnel to act as instructors

The Province of Ontario through the Ministry of Colleges and Universities has developed a funding mechanism to assist employers financially in delivering the training. In essence most co-operative programs under the TIBI incentive can be funded in whole, or in part, by this system. For specific information contact 362-2471.

Real Estate

Day Classes:
Continuous intake. Adjustments are made for holidays.

Evening Classes:
Classes are held on Monday and Wednesday.

Day and Evening schedules are available on request. For further information call 967-1212, ext. 3218.

An Introduction to Real Estate Segment I **RE 900A**

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
30 hours

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing—government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent, the typical real estate transaction.
Textbook extra.

Start date: Continuous

An Introduction to Real Estate— Segment II **RE 9008**

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
60 hours

Prerequisites: Evidence of completion of Segment I: 75% pass mark on he examination of Segment I
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act, the broker—salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law, statutes affecting the Real Estate business, parties to contract; contract law, agreement of purchase and sale
Textbook extra

Start date: Continuous

An Introduction to Real Estate— Segment III **RE 900C**

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
60 hours

Prerequisites: Evidence of completion of: Segment II, 75% pass mark on examination for Segment II
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Textbook extra.

Start dates: Continuous.

Principles of Appraisal **RE 903**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems, introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and buidng valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review
Fee includes exam fee. Text book extra.

Start dates: Continuous

Real Property Law **RE 905**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours

Course Content: History of real property law, rights and limitations of ownership; estates in land; interests less than estates; leases, covenants; transfer of interests in land, role of real estate agent; mortgage law, contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act, Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review
Fee includes exam fee. Text book extra.

Start dates: Continuous

Note: For information on start dates for the Real Estate course phone 967-1212, ext. 3218.

Commercial Real Estate **RE 904**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours

Course Content: Scope of the commercial investment field; the municipality, planning and zoning, development of the region; feasibility studies; the office building—developer's and tenant's viewpoint; the shopping centre—developer's and tenant's viewpoint; apartment building; ownership versus leasing—co-operatives and condominiums; investment—comparison of types and legal and tax problems; syndication; sale of business—the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects—lender's and borrower's viewpoint
Fee includes exam fee. Text book extra.

Start dates: Continuous

Principles of Mortgage Financing **RE 902**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs, submitting the application for a mortgage, the role of secondary financing, mortgage specialties; property appraisals.
Fee includes exam fee. Text book extra.

Start dates: Continuous

INDUSTRIAL TRAINING

Driver Training

Driver Instructor Education Course

130 Hours (90 classroom hours, 40 in-car hours)
Fee: $645.00
Evening Course/Day Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

Start date:
January 1984

Inquiries to be directed to The Industrial Training Division, 362-2471.

Transport Driving TRAN 900
Tractor Trailer Driver

Saturday, 0800-1800 hrs.
100 Cherry Street
60 hours
Fee: $390.00

Course Content: Instruction on the operation and handling of a tractor trailer unit. Vehicles range in G.V.W. from 40,000 to 85,000 pounds. Gas and diesel powered units are utilized with transmissions such as five speed with two speed axle, 10, 9, and 13 speed fuller roadranger. If course is successfully completed the College will endorse the competence of the student which will enable same to change their classification of licence to "A".
Prerequisites: In possession of a "D" license with one year's experience driving a Straight Truck equipped with a manual transmission. Student must pass a road test on the above vehicle. Appointments can be made for the test by telephoning 967-1212, ext. 3206. There will be no charge for the road test.

Start dates:
January 7 to February 11/84
February 18 to March 24/84
March 31 to May 5/84

Driver Training TRAN 901

Saturday, 0800-1800 hrs.
100 Cherry Street
60 hours
Fee: $390.00

Course Content: Instruction on the operation and handling of a class "D" vehicle (Straight Truck). Vehicles have a G.V.W. of 24,000 pounds and over and are equipped with air brakes. Transmissions include a 5 speed with a two speed axle and a 10 speed fuller roadranger.
If program is successfully completed the College will endorse the competence of the student which will enable same to change their license classification to "D".
Prerequisites: Possession of an Ontario "G" license with a year's driving experience on an automobile. Must successfully pass a medical examination in accordance with the licencing regulations.

Start dates:
January 7 to February 11/84
February 18 to March 24/84
March 31 to May 5/84

OCAP

This Could Be Your Key To A Career
Ontario Career Action Program

Many young people are experiencing frustration in looking for that first job after leaving the educational system. Lack of previous work experience makes it extremely difficult to find jobs that relate to career goals and education, yet the only way to get that experience is by obtaining employment! The Ontario Career Action Program (OCAP) was created precisely to help young people overcome this "first-job dilemma".
OCAP provides young people with on-the-job training so that they may complete more effectively in the labour market. More than 75 per cent of OCAP trainees are successful in obtaining jobs at the end of their training. They either remain with the training employer or find jobs with other employers to whom they are encouraged to apply during training. OCAP narrows the gap between the educational system and the world of work—both for the trainees and the trainers.

Eligibility Criteria
You are eligible to become an OCAP trainee if you:
— are between the ages of 16 and 24;
— have been out of the educational system (including retraining programs) for at least three months (excluding evening and part-time classes);
— are unemployed or actively looking for your first full-time career-related job;
— have never held a full-time job related to your chosen line of work;
— are eligible to work in Canada;
— have not previously participated in OCAP.

OCAP helps you get the experience you need in order to obtain your first permanent job. The value of that experience depends to a large extent on the effort you put into your training and on the direction you receive from your trainer and counsellor. To get the most out of OCAP, therefore, you should:
— use this on-the-job training to improve your job skills and work habits;
— take the OCAP experience as seriously as you would a permanent job;
— attend the job-search sessions provided for you by the community college;
— go over your training plan with your trainer on a regular basis;
— discuss your trainer's appraisal of your work with him/her each month;
— consult the college co-ordinator if any problems or questions arise concerning your training position.

Information: 967-1212, ext. 3227.

MATHEMATICS AND SCIENCE

Jessie Ketchum (1862)
He was active in the tannery business. A man of strong religious and educational convictions, he gave land to Knox Church and generously contributed books to be distributed to public and Sunday schools

MATHEMATICS AND SCIENCE

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 mathematics or equivalent
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction

Start date:
January 19 to May 10/84

Mathematics Upgrading 9 MATH 907

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Math 906 or equivalent
Course Content: Brief review of fractions, decimals, and percent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction

Start date:
January 19 to May 10/84

Mathematics Upgrading 10 MATH 908

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Math 907 or equivalent
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equatins, simultaneous equations introductory trigonometry. Individualized instruction

Start date:
January 19 to May 10/84

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 Mathematics or MATH 908
Course Content: Brief review of grades 9 and 10 algebra, exponents, scientific notation and formulae, logarithms, mensuration, ratio and proportion, real number system and quadratic surds, plane trigonometry

Start date:
January 17 to March 24/84

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 11 Mathematics or MATH 909
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities, relations, functions, and their graphs, quadratic equations, sequences and series; numerical trigonometry.

Start date:
January 17 to March 24/84

Biology BIO 900

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 90B
Course Content: Human anatomy and physiology at the grade 11 or 12 level, structure and function of the various body systems with laboratory work

Start date:
January 16 to April 9/84

Chemistry CHEM 900

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 90B
Course Content: Grade 11 or 12 level, introductory college chemistry with laboratory work

Start date:
January 17 to April 10/84

Mathematics I MATH 100X

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometric functions, simple linear equations, algebraic factoring and fractions, quadratic equtions, graphs of quadratics, graphs of the trig functions, oblique triangles, exponents and radicals

Start date:
April 17 to July 26/84

Mathematics II MATH 200X

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: MATH 100 or equivalent. Course Content: Algebraic notations: binomial theorem, Trigonometry Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definit integrals, areas under the curve, volumes of revolution.

Start dates:
January 3 to April 12/84
April 17 to July 26/84

Computer

Introductory Microcomputer Programming PRGM 925

1700-1930, Thursday
1930-2200, Wednesday
Casa Loma Campus
Kensington 1930-2200, Monday, Tuesday
30 hours
Fee: $105.00

Course Content: Introduction to the microcomputer; hands-on experience, developing elementary graphics programs. Writing running and saving programs, the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs

Start dates:
Casa Loma
January 11, 12 to March 28, 29/84
April 4, 5 to June 20, 21/84

Kansington
January 9, 10 to March 26, 27/84
April 2, 3 to June 25 or 19/84

Introductory Microcomputer Programming Especially for Junior Students PRGM 925J (Under 16 yrs. of Age)

Saturday, 1300-1600 hrs.
Casa Loma Campus
30 hours
Fee: $75.00

Course Content: Introduction to the microcomputer, hands-on experience; developing elementary graphics programs. Writing, running and saving programs; the language BASIC; programming BASIC; input and output techniques Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Start dates:
January 14 to March 17/84
April 7 to June 9/84

Micro-ordinateur Débutant PRGM 925A

mardi ou jeudi
19h00-22h00
St. James Campus
(200 rue King est-à l'est de Jarvis)
30 heures
Coût: 75$

Cours Débutant
Introduction au micro-ordinateur PET et à son utilisation avec le language Basic. Concepts d'entrées et sorties et création de programmes simples.

Dates du début des cours:
mardi-le 24 janvier/84
jeudi-la 26 janvier/84
mardi-le 24 avril/84
jeudi-le 26 avril/84

Micro-ordinateur Intermédiaire PRGM 935A

mercredi
19h00-22h00
St. James Campus
(200 rue King est-à l'est de Jarvis)
30 heures
Coût: 75$

Cours Intermédiaire
Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

Dates des cours:
mercredi-le 25 janvier/84
mercredi-le 25 avril/84

MATHEMATICS AND SCIENCE

Microcomputer Programming Techniques PRGM 935

Monday, 1930-2200 hrs.
Casa Loma Campus
30 hours
Fee: $105.00

Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice
Prerequisite PRGM 925 or equivalent

Start dates:
January 9 to March 26/84
April 2 to June 25/84

Intermediate Microcomputer Programming Especially for Junior Students PRGM 935J (Under 16 yrs of Age)

Saturday 1300-1600 hrs.
Kensington Campus
30 Hours
Fee: $75.00

Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice
Prerequisite PRGM 925 or equivalent

Start dates:
January 14 to March 17/84
April 7 to June 9/84

Advanced Microcomputer Programming Techniques PRGM 955

Tuesday, 1930-2200 hrs.
Casa Loma Campus
30 hours
Fee: $105.00

Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, useful utilities for file handling; pointes files; designing a file handling system; flowcharting, dataflow, binary and hexadecimal arithmetic
Prerequisite: PRGM 935 microcomputer programming techniques or equivalent

Start dates:
January 10 to March 27/84
April 3 to Juna 19/84

Microcomputer Machine Language Design PRGM 965

Tuesday, 1700-1930
Casa Loma Campus
30 hours
Fee: $105.00

Prerequisite: PRGM 955 or Equivalent
Beginning with an introduction to the 6502 chip the course covers assembly language statements, modes of addressing, flags and tracking and stack operation.
The various commands are illustrated with short examples accompanied by assignments using a machine language monitor. Once basic assembly language is mastered, a disk assembler is introduced and a project of larger dimension is tackled in its various phases

Start dates:
January 10 to March 27/84
April 3 to June 19/84

Microcomputer Applications — Introduction to Spreadsheets PRGM 967

Tuesday, 1830-2030 hrs.
Casa Loma Campus
16 hours
Fee: $105.00

This course includes an introduction to microcomputers and related applications. The electronic spreadsheet is introduced and studied in a "hands-on" environment

Start date:
January 17 to March 7/84

Introduction to tha Programming Languaga "Forth" PRGM 905

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $105.00

Prerequisite: PRGM 925 or Equivalent
Course content: Characteristics of the Forth language, variables, constants and other programming constructs; stacks and postfix notation; stack manipulation; character and line editing commands, use of disk, conditional statements; control loops, input and output commands

Start dates:
January 12 to March 29/84
April 5 to June 21/84

Introductory Course in Structured Basic PRGM 927

Thursday, 1930-2200 hrs.
Kensington Campus
30 hours
Fee: $105.00

Course content: Characteristics and advantages of structured programming; introduction to the PET and Waterloo BASIC; writing, running and saving programs; input and output techniques; looping commands; programming through modules and procedures, modular debugging; planning a structured program

Start dates:
January 12 to March 29/84
April 5 to June 21/84

Intermediate Forth Programming PRGM 968

Wednesday, 1930-2200 hrs.
Kensington Campus
30 hours
Fee: $105.00

Prerequisite: PRGM 905
Course content: Number system, interconversion and binary arithmetic; Boolean algebra and computer logic, memory address, addressing modes, memory manipulations; disk operations; fixed and floating point arithmetic; defining words and applications in data structure; interacting with a program; string processing, programming tools

Start date:
January 11 to March 28/84

Physical Science

Mechanics I MECH 100X

Monday (Fall)
Monday and Wednesday (Spring)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1)
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start date:
April 16 to June 25/84

Mechanics of Materials MECH 110X

Monday (Fall)
Monday & Wednesday (Spring)
1900-2200 hrs.
60 hours
Fee: $65.00

Start date:
April 16 to Juna 25/84

Health Science

Biology for Health Sciences BIO 700X

Tuesday, 1900-2200 hrs.
St. James Campus
65 hours
Fee: $70.00

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program)

Start date:
January 24 to June 19/84

Chemistry for Health Sciences CHEM 700X

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Basic chemical principles required for life sciences, with applications in biology. This course is the equivalent of CHEM 700 (see Pre-Health science program)

Start dates:
January 26 to May 3/84

Pre-Health

George Brown College offers a Pre-Health Science program (PH700) which will be of interest to men and women who wish to enter a post-secondary Health Science program but lack the prerequisites

The objectives of PH700 are to prepare applicants for entry into a post-secondary, health related program and to provide a background in basic sciences, English, mathematics and social sciences through especially designed courses.

PH700 is for 16 weeks, 28 hours per week from 0800-1600 hours with intakes in September, January and March. Classes are held at St. James Campus and are available on a part-time day basis as well as full-time.

For additional information please call 967-1212, ext. 3369/3370.

Courses:

Biology 700, 80 hours, human biology

Chemistry 700, 48 hours, chemistry as applied to biology

Physics 700, 64 hours, physics for health sciences

Mathematics 700, 80 hours, basic and applied skills

English 700, 80 hours, basic English skills

Sociology 700, 64 hours, introduction to social science

Human Relations 700, 32 hours, study habits, communication, group dynamics

Fees: (subject to change)

Full-Time:

Tuition fee	$295.00
Confirmation fee (non-refundable)	$ 50.00 (deducted from $295.00)

Part-Time:

The program may be taken on a part-time basis during the day. Fees will depend on the hours of instruction.

Textbooks: Approx. $100.00

Financial assistance (OSAP) is available to eligible full-time students in cases where a particular need is established.

Graduates:

Certificates are given for successful completion of the program. Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selections process.

Note: The above is current as of March 1983. Please call for up-to-date information.

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1983/84. In subsequent years other optional courses will be offered.

More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, ext. 3376, P. Rodak.

Resins "A" **COAT 902**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Course Content: Raw materials, manufacturing methods, types, properties, chemistry, curing mechanisms, formulating for special properties, additives, applications methods, uses of polyesters, alkyds and epoxies.

Start date:
January 11/84 to April 18/84

Resins "C" **COAT 904**

1900-2200 hours
45 hours
Fee: $60.00

Course Content: Raw materials, manufacture, types, properties, chemistry, curing mechanisms, formulating for special properties, additives, application methods, uses of: lacquer, water borne, phenolic, amino, silicone and hydrocarbon resins.

Start date:
January 31 to May 8/84

Coatings Laboratory **COAT 907**

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: COAT 901 or equivalent. Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrollment limited.

Start date:
February 1 to May 9/84

Pre-Technology

Pre-Technology Courses

Monday to Friday
0800-1500 hrs.
Casa Loma Campus

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program. By taking these courses the mature student will be given a general education providing a reasonable expectation of success in a technology program.

The courses are offered as a 30 week day time package. Students wishing to enroll in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 2481.

Start date:
January 9/84

PRE-TECHNOLOGY **PT 700**

Casa Loma
2 Semesters

Computer Studies **PRGM 714**

90 hours (Semester I and II)

Introduction to computers and computing, approach to problem solving, the BASIC language, flow charts, writing a program, running and debugging programs, application to problem-solving in technology.

Pre-Technology Mathematics **MATH 713**

150 hours (Semester I and II)

Review of basic mathematics including whole numbers, fractions, decimals, signed numbers, order of operations, powers and roots, algebra, percentage, ratio and proportion, formula manipulation, graphs, SI system of units, trigonometry, mensuration.

Drafting **DR 703**

90 hours (Semester I and II)

Introduction to drawing practices, instruction in the use of instruments, lettering, linework, applied geometry, orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, dimensioning practices, detail and assembly drawings, an introduction to architectural and electrical drawings.

Introductory Electricity **EL 714**

45 hours (Semester I)

Basic structure of matter; static electricity; nature of electricity; resistors, Ohm's Law; DC measuring instruments and application; simple DC circuits; series–parallel circuits; Kirchoff's Laws; conductors; chemical cells; work, power and energy; line losses and efficiency; magnetism; electromagnetism.

Introductory Electronics **ELTC 722**

45 hours (Semester II)

Review of atomic elements; structure and charges; conductors, insulators and semiconductors; circuit components; DC bridges, meter applications; diode rectifier; basic transistor operation; thermoelectric devices; photoelectric devices; on-off switching devices; timers.

Introductory Chemistry **CHEM 714**

45 hours (Semester I)

Fundamental composition of matter and their states, periodic table, symbols, valences, mixtures, solutions, bonding, chemical formulas, acids, bases, Ph, oxidation-reduction reactions, organic chemistry.

Introductory Physics **PHY 711**

45 hours (Semester II)

Nature of heat, effects of heat, temperature scales, specific heat, latent heat, heat of combustion, expansion of solids and liquids, nature of light, nature of sound.

Introduction to Engineering Science **SC 700**

60 hours (Semester II)

Mechanics: displacement, velocity, acceleration, work, energy, power, force systems.

Strength of Materials: tensile stresses, compression stresses, shear stresses, shear force, bending moments.

Fluids: hydrostatic pressure, Archimedes Principle and fluid control. Friction, machines.

English "A" Language Development **ENG 720**

75 hours (Semester I)

In this course special attention is paid to the basic elements of the English language to ensure that the student has mastered their usage. Review and application of basic grammar, punctuation, sentence and paragraph structure will be undertaken. Vocabulary development and principles of essay writing will be studied with appropriate assignments to develop competence.

English "B" Applied Communications **ENG 721**

75 hours (Semester II)

In this course there will be a review of the basic theory of communications. Emphasis will be placed on reading comprehension exercises along with the need to develop effective oral and verbal skills. The basic modes of business communication letter, memo, et cetera, will also be reviewed and their usage applied.

Liberal Studies Life Skills/Human Relations **HR 701**

60 hours (Semester I and II)

This is an introductory course into the basic principles of practical life skill psychology.

Students are encouraged to develop their human potential so as to accomplish successfully their personal goals and objectives.

The development of positive Human Relations' techniques are emphasized in order to prepare a student to cope with the many varied human problems that require daily solutions.

Machine Shop Practice **MACH 707**

60 hours (Semester I)

Metal Cutting: theory of metal cutting, speeds and feeds, cutting fluids, drill sizes and numbering systems, drill sharpening.

Machining: principle of maching operations, construction of machines, capacity of machines, economics and accuracy of machines, machine simple parts, student project, measuring and layout, benchwork.

Lois Smith, founder and director of the George Brown School of Dance, and David Adams in a 1953 production of Antony Tudor's "Lilac Garden".

THEATRE AND DANCE

Theatre and Dance

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week

The Spring term begins on January 23, 1984. The courses are conducted in the Theatre Department at 530 King St. East (at River St.)

All students wanting to enrol in these courses are required to attend a preliminary orientation session one week prior to the start of the term, i.e. Monday, January 16, 1984 for the spring term at 1900 hours. Registration will take place at this time.

The orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group, which is to everyone's advantage.

Acting (Level 1) **THEA 900**

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources

Acting (Level 2) **THEA 901**

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Text study, scene work, solo material and speeches for audition purposes

The School of Dance

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavors to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet oriented.

The Continuing Education wing of the school encompasses our Childrens' (pre-professional), Adults' (non-professional) and Summer Schools which are further outlined below.

Junior Division

For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students can attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing Cecchetti, Academy, Bournonville and Russian techniques.

Senior Division

Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level. Students in the upper levels (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions

These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.

Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

Term 2 — January 30 — June 9, 1984

SUMMER SCHOOL

The George Brown College Summer School of Dance is, in effect, an extension of the regular year. Classes are provided for all the regular divisions. Junior and Senior Division students register for intensive 4 or 6 week sessions of 18-30 hours per week. Adult Division students are served by an extended evening schedule.

Junior Division — July 2 to July 27, 1984
Senior and Adult Division July 2 to August 10, 1984

FOR FURTHER INFORMATION REGARDING ALL SCHOOL OF DANCE PROGRAMS CALL THE SCHOOL DIRECTLY AT 363-9945.

INDEX

MASTER INDEX

ABC's of Selling . . . 23
Accounting I, II . . . 11, 12
Accounting, Cost . . . 11, 12
Acting, Level I, II . . . 79
Adolescence Role and Identity . . . 26
Advanced Computer Typesetting . . . 57
Advanced Conversational English for New Canadians . . . 40
Advanced English for ESL . . . 40
Advanced Microcomputer Programming Techniques . . . 75
Advanced Signwriting and Display Lettering . . . 55
Advanced Photo-Retouching . . . 54
Advanced Records Management . . . 14, 15
Advertising, Copy for Posters and Print . . . 55
Advertising, Copy for Radio and TV . . . 55
Advertising Design . . . 55
Advertising, Introduction to . . . 16
Air Conditioning Design . . . 7
Air Conditioning Residential and Small Commercial . . . 7
Airbrush Techniques . . . 54
Ambulation and Exercise . . . 29
Antiques, How to Buy . . . 49
Antiques, Restoration of . . . 45
Antiques, Victorian . . . 49
Apparel Construction . . . 44
Apparel Pattern Drafting . . . 44
Appliance Servicing, I, II, III . . . 7
Appraisal, Principles of . . . 71
Appreciation of Wines, Spirits and Liqueurs . . . 67
Architectural Art and Presentation, I . . . 8
Architectural Drafting, I, II . . . 8
Archives Management . . . 15
Assertiveness Training . . . 50
Assessment Skills . . . 29
Audio-Production Techniques . . . 56
Automobile Insurance . . . 18
Baking . . . 57
Ballet . . . 79
Barbering for Hairdressers . . . 45
Bartending, Cocktail . . . 67
Basic Audio-Production Techniques . . . 56
Basic Clock Repairing . . . 47
Basic Cinematography . . . 56
Basic, Intro Course in Structured . . . 75
Basic Museum Studies . . . 24
Bicycle Repair Clinic . . . 51
Bicycle Touring . . . 51
Binding & Finishing . . . 59
Biology . . . 74
Biology for Health Sciences . . . 75
Biological Needs . . . 30
Blind Stitch Machine . . . 45
Blueprint Reading for the Construction Trades . . . 6
Bodily Injury Claims . . . 18
Bookkeeping . . . 14
Bricklaying . . . 6
Building Construction/Fire Protection and Basic Hazards . . . 18
Business Communication . . . 39
Business Interruption . . . 17
Business Management I, II . . . 11, 12
Button-Hole and Button Sewer Machine . . . 45
Cable Television Practice . . . 36
CAD/CAM . . . 33
Cake Decorating . . . 68
Canadian Importing . . . 20
Car, Know Your . . . 49
Cardiopulmonary Resuscitation Basic Rescuer . . . 62
Cardiopulmonary Resuscitation Basic Rescuer Recertification . . . 62
Cardio-Vascular Nursing . . . 62
Cardio-Vascular Physiology and Pathophysiology . . . 65
Carpentry for the Homeowner (Basic) . . . 8
Cartooning . . . 55
Casualty Covers . . . 18
Casualty Loss Prevention . . . 18
Celestial Navigation for the Yachtsman . . . 50
Ceramics . . . 46
Chemistry . . . 74
Chemistry for Health Sciences . . . 75
Child Management I, II . . . 30
Chinese Cuisine . . . 67
Cinematography . . . 56
Classroom Practice . . . 31
Clinical I, II . . . 30, 31
Clock Repairing Skills . . . 47
CNC Computer Numerical Control . . . 33
Coastal Navigation for the Yachtsman, Practical . . . 50
Coatings Laboratory . . . 76
Coatings Technology . . . 76
Cobol I, II . . . 19
Cocktail Bartending . . . 67
Coin Collecting . . . 49
Colour, Science of . . . 54
Computer Studies . . . 77
Commercial Real Estate . . . 71
Common Law, Marriage, Divorce - To Contract or Not To Contract . . . 49
Communications . . . 30
Computer Typesetting, Advanced . . . 57
Computer Typesetting, Introduction to . . . 56
Computer Typesetting (Keyboard Operation and Concepts) . . . 57
Condominiums . . . 51
Construction . . . 20
Construction and Engineering Surveying, II . . . 8
Conversational English for New Canadians, Advanced . . . 40
Consumer Behaviour . . . 16
Co-ordination Skills . . . 30
Copy Writing, Retail Advertising . . . 16
Cost Accounting . . . 11, 12
Counselling and Health Education . . . 62
Counselling, Interviewing and . . . 26
Counselling Practice Laboratory . . . 26
Crafts and Hobbies, Use of . . . 29
Credit and Collections . . . 23
Credit and Collections, Management Approach to . . . 22
Critical Care Nursing . . . 62
Critical Care Nursing: Practicum - Advanced . . . 62
Critical Care Nursing: Theory, Advanced . . . 62
Dactylographie en Francais, La . . . 19
Data Processing, Introduction to . . . 11, 12, 14,19
Dance, Jr., Sr , Adult, Summerschool . . . 79
Day Care I, Principles of . . . 27
Dental Assisting . . . 61
Dental - Framework Design for Porcelain Fused to Metal . . . 61
Dentures, Complete . . . 61
Design . . . 54
Developing an Effective Newsletter/Producing Small Business Publications . . . 49
Digital, Circuits, Trouble Shooting . . . 36
Digital Principles, Advanced . . . 36
Digital Principles Compulsory . . . 36
Dining Out: A Guided Tour of Toronto's Most Interesting Restaurants . . . 69
Disc Jockey I . . . 49
Drafting . . . 77
Drafting, Architectural . . . 6
Drawing Research . . . 54
Driver Instructor Education . . . 72
Driver Training . . . 72
Dynamics of Occlusion, Introduction to Gnathology and the Stomatognathic System . . . 61

INDEX

Economics . . . 11, 13
Eddy Current Testing I . . . 34
Effective Communications: Supervisors and Managers . . . 49
Effective Speaking . . . 50
Effective Supervision in Administration . . . 22
Effective Supervision - Human Relations . . . 13, 22
Electrical Apprentice Review . . . 35
Electrical Auxiliary Systems . . . 35
Electrical Fundamentals . . . 35
Electrical Pre-Exam . . . 35
Electrocardigram, Understanding of . . . 64
Electrocardigram, Analysis and Interpretation - 12 Lead . . . 64
Electronic,Musical Instruments Service . . . 36
Electronics, Introductory . . . 77
English and the Business World . . . 39
English A - Language Development . . . 77
English B - Applied Communication . . . 77
English, Conversation, Advanced New Canadians . . . 40
English for ESL, Advanced . . . 40
English, Intermediate . . . 40
English, Pre-Health . . . 76
English, Pre-Intermediate . . . 40
English Pronunciation . . . 41
English for Science and Technology . . . 41
English as a Second Language . . . 40
English Upgrading . . . 39
Ethics, Values and Professionalism . . . 26
Exploring Toronto . . . 51
Family Dynamics . . . 27
Fashion Illustration . . . 44
Fibre Optics in Communications . . . 36
Field Practices . . . 26, 27
Film Imposition/Printing Surface Preparation . . . 58
Fluid and Electrolyte Imbalance, Understanding of . . . 65
Fluid Power . . . 33
Forecasting: Predicting Sales and Profits . . . 24
Forms Design . . . 15
Forms Management . . . 15
Food and Beverage Cost Control . . . 68
Food Service Facilities Development Planning and Design . . . 68
"Forth" Programming . . . 75
Francais Cours pour francophones et Torontois bilingues . . . 42
Framework Design for Porcelain Fused to Metal . . . 69
French for Lunch . . . 41
French Language Training . . . 41
French, Speaking . . . 42
Front Office Operations . . . 69
Fundamentals of Financial Management . . . 24
Fur and Leather Design . . . 44
Fur Manufacturing Techniques . . . 44
Furniture Finishing . . . 45
Furniture Upholstery . . . 45
Gain Conference/Overcome Shyness . . . 50
Gas Fitter I, II . . . 6
Gem Setting . . . 46
Gemmology (Refresher) . . . 46
General Fitness . . . 51
General Insurance Essentials I, II . . . 18, 19
General Machine Shop, Upgrading . . . 33
Geriatric Impairments . . . 29
Gourmet Baking, Junior . . . 68
Gourmet Cooking, Junior . . . 67
Grading Techniques for Apparel Industry . . . 45
Graphic Reproduction Studies . . . 54
Hairdressing for Barbers . . . 45
Haute Cuisine Chez Vous . . . 67
Herbs and Herbal Remedies . . . 50
Hobbies and Crafts, Use of . . . 29
Hospitality Accounting . . . 69
Hospitality Law and Insurance . . . 69
Hospitality Personnel . . . 69
How to Buy Antiques . . . 49
How to Gain Confidence/Overcome Shyness . . . 50
How to Make-Up Your Face . . . 50
How to Start a Small Business . . . 23
How Toronto Grew . . . 50
Human Growth and Development . . . 27
Human Relations . . . 13
Hydro-Electric Power Commission Regulations (Master Electrician) . . . 35
Illustration . . . 54
Illustration, Fashion . . . 44
Importing, Canadian . . . 20
Individual Developmental Planning . . . 28
Industrial Electronic Controls . . . 35
Industrial Marketing . . . 16
Industrial Process Hazards . . . 18
Industrial Radiography I, II . . . 34
Insurance Accounts and Finance . . . 18
Insurance Against Crime . . . 17
Insurance Against Liability . . . 17
Insurance Automobile . . . 18
Insurance on the Person . . . 17
Insurance, Principles and Practices of . . . 17
Insurance on Property I, II . . . 17
Interfacing Techniques, Advanced . . . 37
Integration of Theory and Practice . . . 26
Intensive Care, Nursing . . . 63
Interior Design and Decorating . . . 55
Intermediate English . . . 40
Intermediate Word Processing . . . 20
Internal Control for Small Business . . . 24
Interpersonal Communications . . . 27
Introduction Biology for Health Sciences . . . 75
Introduction to Advertising . . . 16
Introduction to Basic Design Principles in Orthodontics . . . 61
Introduction to Computer Typesetting . . . 56
Introduction to Chemistry . . . 77
Introduction to Data Processing . . . 11, 14, 19
Introduction to Engineering Sciences . . . 77
Introduction to Gnathology and the Stomatognathic System, Dynamics of Occlusion . . . 61
Introduction to Microprocessors and Microcomputers . . . 37
Introduction to Perinatal Nursing . . . 63
Introduction to Print Processes . . . 57
Introduction to Real Estate . . . 71
Introduction to Records Management . . . 14, 15
Introduction to Retail Management . . . 16
Introduction to Resource Teaching . . . 28
Introduction to Spreadsheets - Microcomputer Applications . . . 75
Introductory Chemistry . . . 77
Introductory Electricity . . . 77
Introductory Electronics . . . 77
Introductory Microcomputer Programming . . . 74
Introductory Physics . . . 77
Introductory Psychology . . . 28, 29
Introductory Sociology . . . 26, 29
Inventory Management . . . 23
Investment Strategies . . . 49
Italian Language and Heritage . . . 42
Jazz (Dance) . . . 79
Jewellery . . . 46
Junior Gourmet Baking . . . 68
Junior Gourmet Cooking . . . 67
Knitting by Machine . . . 45
Know Your Car . . . 49
La Dactylographie en Francais . . . 19
La Haute Cuisine Chez Vous . . . 67
La Reanimation Cardio-Pulmonaire . . . 61
Language and Communications . . . 28, 39

INDEX

Language and Listening Skills 31
Language Teaching 41
Language Test Preparation 41
Law, Ontario Business 11, 13
Learning to Read and Write in English 40
Leather Manufacturing Techniques 44
Lettering 54
Liberal Studies - Life Skills/Human Relations 77
License Qualification (General Lines Insurance) 19
Life Drawing 54
Liquid Penetrant and Magnetic Particle 35
Loss Adjustment and Claim Settlement 18
Machine Shop Practice 77
Machine Printing 58, 59
Make-Up Your Face, How to 50
Maitrise du Francais Ecrit 42
Management Approach to Credit and Collections 22
Management for Results 23
Management Functions for Supervisors 22
Management Skills in Personnel Selection 23
Managing Stress 51
Manuals Management 15
Marker Rendering Techniques 54
Marketing 12, 14, 16
Marketing for the Hospitality Industry 69
Marketing Law 16
Marketing Management 16
Marketing Research and Information Systems 16
Mark-Up for Typesetting 57
Masonry 6
Mathematics 74
Mathematics, Pre-Technology 77
Meat Cutting 68
Mechanical Maintenance III 33
Mechanicals 54
Mechanics 75
Metal-Ceramic Restorations 61
Microcomputers and Data Communication 37
Micro-Ordinateur Debutant 74
Micro-Ordinateur Intermédiate 74
Microcomputer Applications - Introduction to Spreadsheets 75
Microcomputer Based Systems, Troubleshooting 37
Microcomputer in Industrial Control 37
Microcomputer Inter Interfacing, Principles of 37
Microcomputers in the Analogue World 37
Microprocessors and Microcomputers, Introduction to 37
Microcomputers and Process Control 37
Microcomputer Machine Language Design 75
Microcomputer Programming Techniques 75
Microcomputer Programming (Especially for Junior Students) 74, 75
Microcomputers Systems Software 37
Microfilm for Your Business 15
Microwave Ovens 7
Military of York 50
Mixology 67
Mortgage Market, The 51
Mortgage Financing, Principles of 71
Motivating Yourself and Others 20
Movement and Drama 27
Museum Studies, Basic 24
Music 27
Neonatal, Intensive Care 63
Nervous System: Understanding in Health and Disease 65
Neuroanatomy and Physiology 63
Neurosurgical/Neurological & Gastrointestinal Nursing 62
Neurosurgical/Neurological, Theory, Lab, Practicum 63
Neurosurgical/Neurological Nursing Pathotheorapeutics 63
Non-Destructive Testing 34
Normalization and Remotivation 29
Nursing Issues and Values 62
Occupational Health Nurse 62
Offset Printing 58
Oil Burner II 6
Ontario Business Law, I, II 11, 13, 14, 22
Ontario Career Action Program (O.C.A.P.) 72
Ontario Management Development Program (O.M.D.P.) 21
Organization and Management Skills 29
Organizational Behaviour 24
Operating Room Nursing 64
Orthodontics Duties Seminar 61
Orthodontics, Principles in Basic Design 61
Paper and Film Assembly 57
Parent Education I 27
Patient with End Stage Renal Disease (Care) 62
Patissier 68
People Management, Tools and Techniques 22
Perinatal Nursing, Introduction to 63
Pharmacology and Physiology 26
Photography 56
Photomechanical Reproduction 57, 58
Physical Assessment 64
Physics, Introductory 77
Pitman Shorthand I, II (Speed Development) 13
Planning Management and Legislation 27
Plumbing Basic 7
Plumbing Design and Installation 7
Plumbing Qualification 7
Pneumatic Controls 7
Portrait Painting 56
Practical Coastal Navigation for the Yachtsman 50
Precision Attachments 61
Pre-Health 76
Pre-Intermediate English 41
Pre-Technology Courses 77
Pre-Technology Mathematics 77
Pre-Upgrading English 39
Principles of Appraisal 71
Principles of Day Care 27
Principles of Microcomputer Inferfacing 37
Principles of Mortgage Financing 71
Principles and Practice of Insurance 17
Printing Technology 56
Procedural Analysis 15
Processing, Data, Introduction to 11, 19
Process Piping Drafting I 6
Program Skills 31
Professional Development 27
Propane Gas 6
Property Loss Adjustment 17
Psycho-Geriatrics 29
Psychology, Introductory 28, 29
Purchasing 23
Purchasing for Hospitality 68
Quartz Watch Servicing 47
Reanimation Cardio-Pulmonaire 61
Real Estate, Commercial 71
Real Estate, Introduction to 71
Real Property Law 71
Records Management Advanced 14
Records Management, Introduction to 14, 15
Refrigeration, I, II, III 8
Renal Nursing 62
Renovating an Old Toronto House: Showcase or Shambles 51
Residential Heat Pump 7
Resin A, C 76
Resource Teaching, Introduction to Early Childhood Education 28
Respiratory Nursing 62
Respiratory Nursing (Collaborative Course) 65
Restoration of Antiques 45

INDEX

Retail Advertising Copy Writing 16
Retail Management, Introduction to 16
Retailing: An Introduction 23
RNA: Administration of Medications 64
RNA: Rehabilitation Nursing Theory 62
R.N. Critical Care Nursing 62
R.N. Examination Review 65
Retrograve 58
Roundhouse 61
Science of Colour 54
Science Experience 28
Screen Printing 55
Sensory Evaluation 68
Serger Machine 44
Shorthand, Pitman 13
Shorthand, Refresher Course 20
Show Card Writing 55
Signwriting 55
Singles, Workshop 50
Small Business, How to start a 23
Small Quantity Food 67
Social and Emotional Needs 30
Sociology, Introductory 26, 29
Spanish Language and Heritage 42
Speaking with Confidence 40
Speaking French 42
Staining - Internal 61
Storytelling and Literature 27
Studio Graphics 54
Tailoring (Ladies') 44
Teaching English as a Second Language 41
Technical Drawing 6
Tennis 51
Testing - Non-Destructive 34
To Contract or Not To Contract - Common Law, Marriage, Divorce 49
Today's Woman 51
Toronto, Exploring 51
Traduction Dans Les Langues Officielles, Introduction a La 42
Traitement de Texte 20
Transport Driving Training 72
Transport Driving 72
Trouble Shooting Digital Circuits 36
Trouble Shooting Microprocessor Based Systems 37
Typewriting 19
Typewriting II 19
Typewriting III 13, 19
Typographical Design 54
Typography 57
Ultrasonic Testing I, II 34
Understanding the Electrocardiogram 64
Understanding the Nervous System in Health & Disease 65
Upholstery, Furniture 45
Vegetarian Cooking 68
Victorian Antiques 49
Vivre en Français à Toronto 42
Watercolour Painting 55
War Games 50
Warm Air Heating and Air Conditioning 6
Web Offset 59
Weekend Workshop 51
Welding I, II, III 33
Welding Aluminum and Stainless Steel 34
Welding Ornamental Metalwork 34
Welding - Pipe - Uphill 34
Welding Pre-Certification (M.C.C.R.) 33
Window and Retail Display 45
Wines Appreciation, Advanced 67
Women in Management 49
Woodcarving 56
Word Processing 20
Word Processing, Advanced 20
Word Processing, Operator 20
Work Management (Time Studies) 22
Workshop for Singles 50
Work Study I, II 22
Working with Families 26
Working with the Handicapped 29
Writing for Advanced Students of English as a Second Language 41
Writing for Clarity and Impact 40
Writing for Fun and Profit 41
Yoga 51
12-Lead ECG: Analysis & Interpretation 64

NOTES

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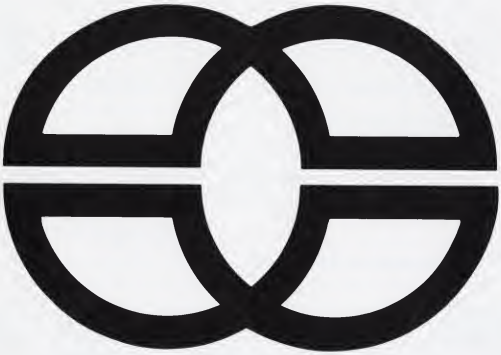

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WINTER / SPRING 1984

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